Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 7, 2022

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Ignacia Washington. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Margie Pollard, Jesus Lopez, Hersell Smith, Ignacia Washington, John Washington, Dorraine Robinson, James K. Grace, Catherina Rutland and Carolina Valdez

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the November 2, 2022 meeting was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

OATH FOR DORRAINE ROBINSON

James K. Grace swore in Dorraine Robinson for re-appointment by the Governor with a term ending date of September 17, 2027.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have one vacant unit at Penn Towers and one vacant unit at Silver Run Park.

Catherina stated that in their packet was the monthly maintenance and unit report.

Catherina reported that they had a conference management court proceeding on November 9, 2022 for three eviction cases for non-payment of rent and the zoom court date had been set for December 14, 2022.

She informed the Board that they are processing three additional cases for eviction for multiple lease violations. She stated that Mr. James K. Grace would process those cases on behalf of the PGHA.

Catherina updated the Board on our court complaint against an individual who was illegally dumping on our property with the Borough of Penns Grove Municipal Court that was on November 18, 2022. She explained that the license tag matched a driver who was not the individual who illegally dumped trash at our property but he gave us the information for the driver who operates that vehicle. She reported that they will file another compliant based on the information given to us in court.

Catherina stated that our annual Holiday dinner for Penn Towers would be scheduled for Friday, December 16th, 2022 at noon in the Penn Towers Community Room and our annual Winter Day Celebration for Silver Run families would be scheduled for Wednesday, December 28th, 2022. There was some discussion on the matter. She invited the Board to attend the events.

Catherina reported that our Thanksgiving dinner went well on November 18, 2022. She stated that the tenants appreciated their meal. She thanked Margie Pollard for delivering food donations to our tenants including turkeys this month and throughout the year.

Catherina was pleased to report that we completed and were awarded a grant for Exelon for the Silver Run tutoring program in the amount of $5,000.00. She stated that enclosed in their packet was the approved grant submitted with a copy of the check.

Catherina stated that our annual employee appreciation day for our staff was scheduled for Friday, January 13, 2023.

Catherina reminded the Board about the following trip planned:

1. Tuesday, December 13th, 2022 - Atlantic City Bus Trip
2. Tuesday, December 20th, 2022 at 5:00PM we will be judging the door and window decorating contest at Penn Towers and Silver Run. Volunteers for judging needed.

Catherina reported that our auditor, Francis McConnell was working on completing our audit for FYE 6/30/22. She explained that we should receive the audit report by the January Board meeting.

Catherina stated that enclosed in their packet was information on the Nelrod Consortium Conference being held in Las Vegas, Nevada on April 19, 2023 through April 21, 2023. Karen Wright stated that she was interested in attending the Nelrod Consortium Conference. A motion was made by Dorraine Robinson to approve Karen Wright to attend the Nelrod Consortium Conference in April. The motion was seconded by Ignacia Washington and approved unanimously by all present.

STREAMLINE RAD RESULTS AND APPLICATION

Catherina was pleased to report that we had 151 out of 153 units in which tenants signed forms giving their consent to have their units designated as project based housing. She stated that we had one tenant that stated they did not want unit their unit to be designated project based housing and one tenant that had not submitted their form. There was some discussion on the matter.

Catherina stated that she had a conference call with our RAD consultants to review our next steps in the RAD process. She reviewed a memo from Mr. Kathchen and Mr. Synder outlining those steps for the conversion process. There was some discussion on the matter. Catherina stated that she will place the ad in the newspapers for RFP for Architect and Engineering. After the discussion, A motion was made by Margie Pollard to begin the conversion process for the Penns Grove Housing Authority to convert from public housing to Streamline RAD and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

INTERCOM SYSTEM PENN TOWERS

Catherina reported that our camera company is continuing to work on finding a solution for our intercom system. She stated that they are able to change the number in the system but are working on how to program new key fobs. She stated she will update the Board at the next meeting.

NEW BUSINESS

BOARD RESOLUTION 2023 MEETING DATES AND TIMES

Catherina presented Resolution 19-2022 for the 2023 Board meeting dates as well as the Official Publications used this year including Zoom video conferencing information. Jesus Lopez made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2023 with video conferencing information. Margie Pollard seconded the motion and it was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Ignaica Washington and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 16550 thru 16575 and no MOD checks. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the November Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Jesus Lopez. The motion was unanimously approved by all present.