Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 2, 2022

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

ROLL CALL

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

Absent: Ignacia Washington

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the October 5, 2022 meeting was made by Margie Pollard and seconded by John Washington. The motion was unanimously approved by all present.

A motion to approve the executive minutes of the October 5, 2022 meeting was made by John Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have no vacant units 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 stated that they are processing three non-payment of rent cases and the court conference management date was set for November 9, 2022.

Catherina reported that they filed a complaint against an individual who was illegally dumping on our property with the Borough of Penns Grove Municipal Court. She stated that our zoom court date was scheduled for November 18, 2022.

Catherina presented the flyer for the featured agency for the month which was NJ Family Care.

Catherina reported that the mailboxes located in the back of Silver Run were vandalized. She stated that they are installing a new camera to face the new mailboxes. She presented information on the new mailboxes that meet the new USPS regulations and will have a place for parcel packages. There was some discussion on the mail boxes.

Catherina presented pictures of the homecoming dance clothing donation drive that was hosted by Mr. Carl Washington at the Silver Run Community Room. She commented in Mr. Washington’s efforts in working with our kids in the community to meet their needs.

Catherina stated that enclosed in their packets was recommendation letters for John Washington and Dorraine Robinson to be re-appointed to our Board as well as Mr. James Grace’s letter that he sent to the Borough of Penns Grove inquiring about the status of our non-profit Borough grant in the amount of $25,000. There was some discussion on the letters.

Catherina was pleased to present documentation that Dorraine Robinson was approved for re-appointment to our Board by the Governor’s office with term end date of September 17, 2027.

Catherina informed the Board that the Thanksgiving meal for our seniors would be on Friday, November 18, 2022. She extended an invitation to all Board members.

Catherina presented a flyer from PRAC for a SNAP Just Say Yes to Fruits and Vegetables event that will be held on November 28, 2022 at Penn Towers.

Catherina inquired which location the Board wanted to utilize for our December Board Meeting in addition to virtual access. The Board decided on Riverwinds, 1075 Riverwinds Dr, West Deptford, NJ 08096.

Catherina reminded the Board about the following trip planned:

1. Tuesday, December 13, 2022 - Atlantic City Bus Trip

Catherina presented a request from St. Matthews Lodge #20 F & AM PHA to use our Penns Grove Community Center for their meetings every 3rd Monday of the month. A motion was made by Margie Pollard to approve St. Matthews Lodge #20 F & AM PHA to use the Penns Grove Community Center for their meetings every 3rd Monday of the month for the next six months and seconded by Jesus Lopez. The motion was unanimously approved by all present.

EXECU-TECH, INC – RAD CONSULTANT

* + 1. PUBLIC RESIDENT MEETINGS FOR RAD – October 25, 2022
		2. RFP FOR PHYSICAL CONDITION ASSESSMENT (PCA)

Catherina presented the letter given to all tenants for the RAD meetings that were held on October 25, 2022 as well as the RAD Streamline consent forms in English and Spanish. She was pleased to report that 77 tenants at Penn Towers and 50 tenants at Silver Run had consented to the project based vouchers. She stated that she would send out second requests and follow up with tenants that have not completed their consent forms to date. She explained that she felt confident that the Streamline conversion goal would be within reach after receiving a positive response thus far. She would update the Board at the next meeting on their progress with the consent forms. There was some discussion on the matter.

NEW BUSINESS

INTERCOM SYSTEM PENN TOWERS

Catherina reported that our camera company had stated that they may have a solution to our intercom system dilemma with the software and hardware compatibility problem. She stated she will update the Board at the next meeting.

RFP RESULTS FOR JANITORIAL MAINTENANCE SERVICES FOR PENN TOWERS

Catherina presented the cancelation notification that she sent to Maintenance Mart for janitorial maintenance. There was some discussion on the matter.

Catherina went over the re-bid results for janitorial maintenance. An advertisement had been placed in the paper for proposals for Janitorial Cleaning Services for the fiscal year December 1, 2022 to June 30, 2024. Catherina stated that they received two responses; one from our current provider service Maintenance Mart and Solutions Janitorial. Catherina recommended that the Board award to the lowest bidder which was Solutions Janitorial. A motion to appoint Solutions Janitorial

was made by John Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

NEW JERSEY DIVISION OF PENSIONS AND BENEFITS RESOLUTION CHAPTER 48 (N.J.S.A. 52:14.17.38)

Catherina reviewed with the Board Resolution 19-2022 from the State of New Jersey outlining the Division of Pensions and Benefits Chapter 48 which provides health insurance coverage for retirees. There was some discussion on the matter. A motion was made by Hersell Smith to approve Resolution 19-2022 for Chapter 48 (N.J.S.A. 52:14.17.38) with the attached addendum approving health insurance for retirees and seconded by Margie Pollard. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by John Washington and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 16492 thru 16517 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 October 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.