Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 5, 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, John Washington, Dorraine Robinson, Ignacia Washington, James K. Grace, Catherina Rutland and Carolina Valdez

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the September 7, 2022 meeting was made by Ignacia 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 one vacant unit at Penn Towers and two vacant units 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 no court date has been set.

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 Lifeline & Affordable Connectivity Program.

## Catherina informed the Board that she granted the request made by Penn Towers tenants to designate two spots in the back of the building to be handicap parking spots. She explained that the maintenance staff will be installing the handicap signs and painting those spots blue.

## She stated that they also requested that additional benches be placed in the front of Penn Towers. She reported that they placed the order for two additional benches but they will not be in for four months due to COVID delivery issues.

## She also stated that they are working on organizing and cleaning the sun room at Penn Towers for the tenants as well.

Catherina reported that the Girl Scouts of America would be holding their meetings at the Penns Grove Community Center at Silver Run every other Tuesday from 4pm-6pm starting in October and running through June. She asked the Board to please spread the word.

Catherina stated that they are having problems with our intercom system at Penn Towers with imputing phone numbers for new tenants or tenants that changed their number. She reported that the company Trigon that installed their hardware and software has abruptly went out of business. She explained the difficulties they now have to find a software system that is compatible with our hardware. There was a lengthy discussion on the matter. After the discussion, it was stated that Catherina would reach out to William Lammey to see if he was aware of any solutions to our intercom system dilemma. Catherina stated she would report back to the Board next month.

Catherina reminded the Board about the following trip planned:

1. Tuesday, October 11th, 2022 - Atlantic City Bus Trip

Catherina stated that enclosed in their packet was information for the NJNAHRO Fall Conference in Atlantic City, NJ from November 15th to 17th, 2022 and the PHADA 2023 Commissioner’s Conference in Orlando from January 8th to 11th, 2023. She told the Board that if anyone was interested in attending either conference to please let her know as soon as possible. Catherina, Carolina and Karen expressed interest in attending the NJNAHRO Fall Conference in Atlantic City. A motion was made by Margie Pollard to approve Catherina Rutland, Carolina Valdez, and Karen Wright to attend the NJNAHRO Fall Conference. The motion was seconded by John Washington and approved unanimously by all present.

Karen and Ignacia stated that they would like to attend the PHADA 2023 Commissioner’s Conference in Orlando. A motion was made by Margie Pollard to approve Karen Wright and Ignacia Washington to attend the PHADA 2023 Commissioner’s Conference. The motion was seconded by John Washington and approved unanimously by all present. After the motion was made Margie Pollard stated she would like to attend the PHADA 2023 Commissioner’s Conference as well. A motion was made by John Washington to approve Margie Pollard to attend the PHADA 2023 Commissioner’s Conference. The motion was seconded by Ignacia Washington and approved unanimously by all present.

Catherina presented a request for Beth-El Deliverance Ministries Inc to use our community room on the 2nd and 4th Sunday of each month. There was some discussion on the matter. A motion was made by Jesus Lopez to approve Beth-El Deliverance Ministries Inc to use our community room on the 2nd and 4th Sunday of each month for the next six months with a request for a donation. The motion was seconded by Margie Pollard and approved unanimously 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 stated that the Streamline RAD resident meetings conducted by our consultants would be held on October 25, 2022 at Penn Towers at 3PM and Silver Run at 5PM. She invited all Board members to attend. She presented the notice that they would be sending to all tenants and posted on our website. She stated that she also invited HUD representatives to attend the meetings as the RAD consultants instructed her to do. There was some discussion on the matter.

NEW BUSINESS

EMERGENCY REPLACEMENT OF HOT WATER HEATER FOR PENN TOWERS

Catherina stated that they had an emergency situation in which a hot water heater needed to be replaced. She presented quotes for four different plumbing companies as follows: Roto Rooter, GE Mechanical, EnviroSafe and Harris Plumbing ranging from $14,357.00 to $20,045.00. She stated that she went with the lowest qualified company which was EnviroSafe at $14,357.00. She reported that they were satisfied with the replacement of the hot water heater with EnviroSafe. There was some discussion on the matter.

PENN TOWERS ROOF AND ELEVATOR – REVIEW OF FUNDS AVAILABLE

Catherina presented our bank account balances held at TD bank. She was pleased to report that our modernization account has over one million dollars which the PGHA has not achieved in the past. She explained that we have been diligent about reducing costs. She also noted that the staff has been reduced over the years and our current staff work load has increased allowing for our revenue to grow.

She went over an e-mail with our RAD consultants reflecting that if we select the Streamline RAD option that all operating reserves will need to be spend prior to conversion. She stated that if we went with the RAD straight or blend option, we would add our funds as a source at closing or request that they be added to a post closing reserve.

She explained that we may be able to begin with the roof project once we know which direction we will be moving in with RAD. There was some discussion on the matter.

EXECUTIVE SESSION – PERSONNEL

Ignacia Washington made a motion to approve Resolution 16-2022 authorizing an Executive Session to discuss personnel matters. Jesus Lopez seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by Jesus Lopez and seconded by Margie Pollard to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Jesus Lopez and seconded by Margie Pollard to go back into regular session. The motion was unanimously approved by all present.

RESOLUTION COST OF LIVING/MERIT INCREASE

After Executive Session, Catherina presented Resolution 17-2022 with an attached spreadsheet amending the salary schedule for year end June 30, 2023 for a merit/cost of living increase for all hourly employees. There was some discussion on the matter. A motion to approve Resolution 17-2022 for a cost of living/merit increase for all hourly employees as reflected on the spreadsheet was made by Margie Pollard and seconded by Ignacia Washington. The motion was unanimously approved by all present.

MISCELLANEOUS

Catherina recommended that we send a letter to the Borough requesting that John Washington be reappointed to our Board as well as to the Governor for Dorriane Robinson since both appointments expire this year. A motion was made by Ignacia Washington and seconded by Hersell Smith to send a letter of recommendation to the Penns Grove Borough for John Washington and to the Governor’s office for Dorraine Robinson for re-appointment to our Board. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Margie Pollard and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 16425 thru 16450 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 September Board meeting.

PUBLIC PORTION

A motion to open the meeting to the public was made by Ignacia Washington and seconded by Jesus Lopez. The motion was unanimously approved by all present.

Carl Washington stated that he would like permission to use the Silver Run Community Room on Thursday October 6, 2022 to help children who do not have clothing to wear to the Homecoming Dance. He has been collecting clothing donations with dresses and suits for the kids. He explained that he had secured a previous location for the event and due to an infestation issue they cannot hold the event at that location. There was some discussion on the matter. The Board thanked Mr. Washington for assisting the children with their homecoming clothing and gave him approval to host the homecoming donation clothing drive at the Silver Run Community Room. Mr. Washington thanked the Board.

As there were no further comments or questions, a motion to close the public session was made by Hersell Smith and seconded by Ignacia Washington. The motion was approved unanimously.

ADJOURNMENT

A motion to adjourn the meeting was made by John Washington and seconded by Ignacia Washin

gton. The motion was unanimously approved by all present.