Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 4, 2023

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, Dorraine Robinson, James K. Grace, Catherina Rutland and Carolina Valdez

Absent: Laverne Hill

There was some discussion on the term expiration of John Washington’s seat on the PGHA Board and Laverne Hill being re-appointed as of January 2023. Mr. Washington thanked the Board for his years serving on the PGHA Board. The Board and Staff thanked Mr. Washington for his many years of service.

REORGANIZATION

ELECTION OF OFFICERS

James K. Grace, asked for nominations for the Housing Authority Chairperson. Ignacia Washington made a motion to nominate Karen Wright as Chairperson and Hersell Smith seconded the motion. Mr. Grace asked if there were any other nominations. Hearing no other nominations, a motion was made by Ignacia Washington to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Hersell Smith. All present unanimously approved the nomination.

Mr. Grace then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. Margie Pollard made a motion to nominate Ignacia Washington as Vice Chairperson and Jesus Lopez seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Margie Pollard to close nominations and elect Ignacia Washington as Vice Chairperson. The motion was seconded by Jesus Lopez. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Jesus Lopez nominated himself and Margie Pollard seconded the nomination. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Jesus Lopez to close nominations and elect Jesus Lopez as Financial Treasurer. The motion was seconded by Margie Pollard. All present unanimously approved the nomination.

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the December 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 two 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 reported that we had three eviction cases for non-payment of rent on December 14, 2022 the results were as follows: one settlement agreement, one tenant paid in full, and one tenant did not appear and a default judgment was awarded.

She stated that we are processing three additional cases for eviction for multiple lease violations.

Catherina presented the featured agency for the month which was Family Promise.

Catherina discussed scheduling a date and time in March for a Board retreat/work session where we can meet and discuss some of the new housing authority guidance given at conferences this year. After some discussion, a work session was scheduled for Wednesday, March 22, 2023 at 5PM.

Catherina was pleased to report that all of our tenant events in December went well. She stated that they look forward to another great year ahead.

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

Catherina reported that we had not received the audit report yet due to sickness experienced by our auditor. She stated that she will distribute the report when she receives it.

Catherina informed the Board that we received the first set of mail boxes for the front of Silver Run and are waiting for the delivery of the back mailboxes at this time.

Catherina presented the HUD PHAS report reflecting that the Penns Grove Housing Authority scored a 94 for FYE 6/30/22 designating our housing authority as a high performer.

Catherina reminded the Board about the following trip planned:

1. Tuesday, March 14th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.

STREAMLINE RAD APPLICATION

Catherina presented the ad for the RFP for Architect and Engineering due February 7, 2023. She stated she is working on getting the documents together that the consultants need to begin our Streamline RAD application.

INTERCOM SYSTEM PENN TOWERS

Catherina enclosed a quote for our camera company to repair our intercom system. There was some discussion on the matter. She stated she will update the Board at the next meeting.

NEW BUSINESS

BOARD RESOLUTION BANKING 2023

Catherina presented Resolution 1-2023 designating the Official Depositories for 2023. Hersell Smith made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2023. Margie Pollard seconded the motion and it was unanimously approved by all present.

REPLACEMENT OF BOILERS AT PENN TOWERS

Catherina expressed the need to replace our boilers at Penn Towers. She stated that we have four boilers at Penn Towers. At this time, she expressed the condition of our boilers as follows: one new boiler, one boiler down, and two boilers passed their life expectancy. Catherina presented a quote from our current boiler company Hawks & Company reflecting boiler replacement pricing. Catherina recommended that we go out to bid for three boilers at Penn Towers with Lammey & Giorgio processing the specs, bids and conducting the necessary follow up inspections on the project. A motion was made by Margie Pollard to approve Lammey & Giorgio’s firm to prepare and execute the bidding for three boilers at Penn Towers and it was seconded by Dorraine Robinson. The motion 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 Dorraine Robinson. The motion was unanimously approved by all present. General Fund checks 16605 thru 16637 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 December Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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