

Penns Grove Housing Authority
40 South Broad Street
Penns Grove, NJ 08069

Minutes of the Meeting February 1, 2023

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

ROLL CALL

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

Absent: Dorraine Robinson

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the January 4, 2023 meeting was made by Ignacia Washington and seconded by Laverne Hill. 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 two vacant units at Silver Run Park.

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

Catherina reported that we are processing three cases for eviction for multiple lease violations and no court date has been set.

Catherina presented the featured agency for the month which was Social Security and information on how to access the agency on-line.

Catherina stated the need to schedule two work sessions with the following dates and locations:

- Work session Wednesday, February 8, 2023 at 5PM at Adelphia Restaurant
- Work Session Wednesday, March 22, 2023 at 5PM at Bridgeport Holiday Inn

After some discussion, a motion was made by Jesus Lopez and seconded by Ignacia Washington to schedule work sessions on February 8, 2023 and March 22, 2023 as stated above. The motion was unanimously approved by all present.

Catherina stated that we received the first set of mail boxes for the front of Silver Run. She explained that we are waiting for the delivery of the back mailboxes at this time. She also reported that they ordered parcel postage mailboxes for our seniors so their packages would be in a secured lockbox.

Catherina informed the Board that the Penns Grove Fire Department was at Penn Towers on January 23rd to familiarize the firefighters with our building, hoses, and fire pumps etc. She stated that they would be scheduling a tenant's meeting to go over fire procedures and perform a drill this Winter/Spring.

Catherina reminded the Board about the following events planned:

1. Tuesday, March 14th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Friday, June 2, 2023 Daddy and Daughter Dance

Catherina stated that enclosed in their packets was information for the NJNAHRO Spring Conference in Atlantic City, NJ from April 23, 2023 through April 26, 2023 and the PHADA Annual Conference being held in Denver, CO on May 21, 2023 through May 24, 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 Spring Conference in Atlantic City. A motion was made by Jesus Lopez to approve Catherina Rutland, Carolina Valdez, and Karen Wright to attend the NJNAHRO Spring Conference. The motion was seconded by Laverne Hill and approved unanimously by all present.

Karen stated that she would like to attend the PHADA Annual Conference being held in Denver, CO. A motion was made by Jesus Lopez to approve Karen Wright to attend the PHADA 2023 Commissioner's Conference. The motion was seconded by Laverne Hill and approved unanimously by all present. After the motion was made, Margie Pollard and Laverne Hill stated they would like to attend the Nelrod Consortium Conference being held in Las Vegas, Nevada on April 19, 2023 through April 21, 2023. A motion was made by Ignacia Washington to approve Margie Pollard and Laverne Hill to attend the Nelrod Consortium Conference. The motion was seconded by Jesus Lopez and approved unanimously by all present.

STREAMLINE RAD APPLICATION

Catherina presented the ad for the RFP for Environmental Assessment due March 7, 2023. She stated they are working on getting a draft Streamline RAD application prepared. There was some discussion on the matter.

INTERCOM SYSTEM PENN TOWERS

Catherina stated they are waiting for information from the intercom manufacturer. There was some discussion on the matter. She stated she will update the Board at the next meeting.

RFP FOR BOILERS AT PENN TOWERS

Catherina presented a proposal from Lammey & Giorgio to prepare the RFP for the boilers and manage the project. She has placed the boiler project on hold until the A & E RFPs are awarded next month. There was some discussion on the matter.

NEW BUSINESS

AUDIT REPORT FYE 6/30/22

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she had mailed each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for this year. The Board commended the staff in achieving a good audit this year. There was some discussion about the audit report. A motion to approve the Audit Review Certificate Resolution 2-2023 was made by Margie Pollard and seconded by Ignacia Washington. The motion was unanimously approved by all present. Margie Pollard then made a motion to accept the audit as presented and pass Resolution 3-2023. Ignacia Washington seconded the motion. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 16668 thru 16703 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 January Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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

Penns Grove Housing Authority



40 SOUTH BROAD ST. PENNS GROVE, N.J. 08069

(856) 299-0101 FAX (856) 299-6736

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the Board of the Penns Grove Housing Authority, being of full age and being duly sworn according to law, upon our oath

1. We are duly appointed members of the Penns Grove Housing Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ending 6/30/22 and specifically, the sections of the audit report entitled "General Comments and Recommendations".

NAME

SIGNATURE

Karen Wright

Ignacia Washington

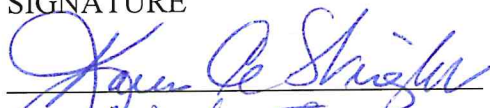
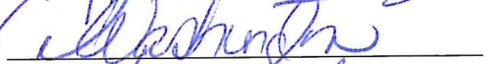


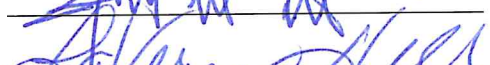

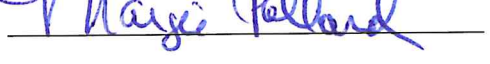
Hersell Smith

Jesus Lopez

Laverne Hill

Margie Pollard

Dorraine Robinson

Sworn to and subscribed before me
This 1ST day of February 2023

Attest

Secretary, Catherina Rutland

Resolution 2-2023

Penns Grove Housing Authority



40 SOUTH BROAD ST. PENNS GROVE, N.J. 08069

(856) 299-0101 FAX (856) 299-6736

RESOLUTION

WHEREAS, N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended 6/30/22 has been completed and filed with the NJ Local Finance Board pursuant to N.J.S.A.

WHEREAS, N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations", in accordance with N.J.S.A. 40A: 5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the Penns Grove Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for fiscal year ending 6/30/22, and specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

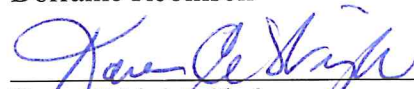
BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to properly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

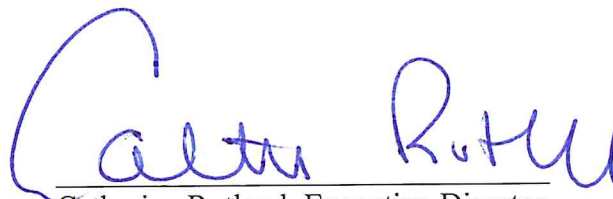
AYES

NAYS

ABSTAIN

Karen Wright
Ignacia Washington
Hersell Smith
Jesus Lopez
Laverne Hill
Margie Pollard
Doraine Robinson


Karen Wright, Chairperson


Catherina Rutland, Executive Director

Resolution 3-2023 Adopted on February 1, 2023