

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

Minutes of the Meeting April 5, 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, Laverne Hill, Jesus Lopez, Ignacia Washington, James K. Grace, Catherina Rutland and Carolina Valdez

Absent: Hersell Smith and Dorraine Robinson

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the March 1, 2023 meeting was made by Ignacia Washington and seconded by Jesus Lopez. 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 no vacant units at Silver Run Park.

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 Volunteers of America.

Catherina was pleased to report that both the back and front mailboxes were installed at Silver Run. She stated that they are still waiting on the delivery of our parcel postage mailboxes for our seniors so their packages will be in a secured lockbox.

Catherina stated that enclosed in their packets was our annual plan for their review which would be on the May agenda for Board approval.

Catherina reported that the ads for professional services for legal, auditor, and fee accountant have been placed in the newspaper and were due on April 18, 2023.

Catherina reminded the Board about the following events planned:

1. Tuesday, May 9th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Tuesday, April 11, 2023 Silver Run Community Day at noon at Silver Run
3. Friday, May 12, 2023 a Mother's Day BBQ at noon at Penn Towers
4. Friday, June 2, 2023 Daddy and Daughter Dance

Catherina informed the Board that Carl Washington was hosting an event for students who needed formal attire and dresses for dances on Tuesday, May 9th and Thursday, May 11th at the Silver Run Community Room. Catherina stated that Mr. Washington was given formal attire and dresses from bridal shops that were going out of business. Catherina stated the event will be greatly appreciated by the community. There was some discussion on the matter.

Catherina stated she received a request from Jason Coleman to hold a Bible study group on the 1st and 3rd Thursdays of each month from 7PM to 9PM. A motion was made by Ignacia Washington to approve Mr. Coleman to use the Silver Run Community Room for his Bible Study group and it was seconded by Laverne Hill. Karen Wright abstained from the vote; the motion was unanimously approved by all others present.

Catherina provided an invitation to an event for Mr. John Washington that the Board was invited to attend.

STREAMLINE RAD APPLICATION

- a. SITE SURVEY
- b. HUD APPROVAL OF ANNUAL PLAN FOR 7/1/22
- c. MAYOR APPROVAL FOR STREAMLINE APPLICATION

Catherina reminded the Board that they were seeking the original site surveys for the RAD application. She explained that she had not located the original documents at this time.

Catherina presented a quote for a site survey for both properties in case they cannot be located which was in the amount of \$43,000.00. Catherina stated that she has uploaded site plans that they found for our RAD consultants. She explained that they will attempt to submit those site plans with the application that we have on file before incurring the expense of obtaining new site surveys. She stated that they will continue to search through local government agencies and in our records to locate the original site surveys.

Catherina stated that she was pleased to report that they obtained approval letters for the Mayor and our annual plan from HUD. They are now waiting on the RFP for environmental assessment to be awarded and conducted to submit our RAD application.

INTERCOM SYSTEM PENN TOWERS

Catherina stated that the intercom system was delivered. She explained that they are waiting on additional key fobs to be delivered before installing the new box. There was some discussion on the matter. She stated she will update the Board at the next meeting.

NEW BUSINESS

EXECUTIVE SESSION

Ignacia Washington made a motion to approve Resolution 5-2023 authorizing an Executive Session to discuss personnel matters. Laverne Hill seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by Ignacia Washington and seconded by Laverne Hill to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Ignacia Washington and seconded by Laverne Hill to go back into regular session. The motion was unanimously approved by all present.

EXECUTIVE DIRECTOR'S ANNUAL CONTRACT 2023-2024

In open session, a motion was made by Margie Pollard to approve Resolution 6-2023 to approve Catherina Rutland's employment contract from July 1, 2023 through June 30, 2024 with a 5% increase. Laverne Hill seconded the motion and it was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with the budget page reflecting salary increases. The Board stated that they wanted to revise the salary schedule to approve a 5% raise for all salaried employees including the Executive Director. Catherina thanked the Board for her raise as well as on behalf of the staff. A motion to approve Resolution 7-2023 for annual salary increases of 5% for all PGHA employees for the period of July 1, 2023 through June 30, 2024 was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

RFP's

1. ENVIRONMENTAL ASSESSMENT FOR RAD
2. RFP FOR ROOF REPLACEMENT AT PENN TOWERS
3. RFP FOR BOILERS AT PENN TOWERS

An advertisement had been placed in the paper for proposals for an Environmental Assessment Part 58 for RAD. The only response was from TTI Environmental, Inc. Catherina reviewed the bid package for all required documents and verified references for TTI Environmental, Inc. A motion to appoint TTI Environmental, Inc with their proposed rate was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present. The motion was unanimously approved by all present.

Catherina reported that Lammey & Giorgio are working on preparing the bid packages for both the roof replacements and boilers. There was some discussion on the matter.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/24

Catherina presented the Penns Grove Housing Authority's State Budget for the FYE 6/30/24. After some discussion, Jesus Lopez made a motion to approve the State Budget FYE 6/30/24. Ignacia Washington seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

FEDERAL BUDGET RESOLUTION FYE 6/30/24

Catherina presented the Penns Grove Housing Authority's Operating Budget for the FYE 6/30/24 and Resolution 8-2023. After some discussion, a motion was made by Laverne Hill to approve the Federal Budget with Resolution 8-2023 and seconded by Jesus Lopez. 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 Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 16803 thru 16826 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 March Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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

PENNS GROVE HOUSING AUTHORITY
RESOLUTION NO. 5-2023

Resolution Authorizing Executive Session

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12b permits a public body to go into a closed session during a public meeting to discuss certain matters as follows:

- (1) *Matters Required by law to be confidential:* Any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Any matter in which the release of information would impair the right to receive federal funding.
- (3) *Matters involving individual privacy:* Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations or other personal material of any education, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned.
- (4) *Matters pertaining to a collective bargaining agreement:* Any matter involving a collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds:* Any matter involving the lease, purchase or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) *Matters of public protection:* Any tactic and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection.
- (7) *Matters relating to litigation, negotiations and attorney-client privilege:* Any matter of pending or anticipated litigation or contract negotiation other than in (4) above in which the Housing Authority is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required for the attorney to exercise ethical duties as a lawyer.
- (8) *Matters relating to the employment relationship:* Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of , promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all of the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.

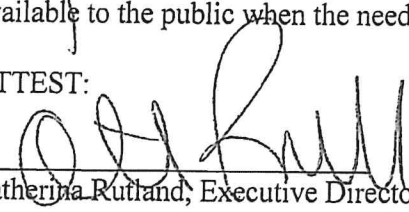
WHEREAS, the Penns Grove Housing Authority has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

Matters relating to the personnel matters, contracts and employment relationships

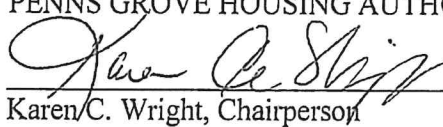
NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Penns Grove Housing Authority that the Commissioners will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

BE IT FURTHER RESOLVED, that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

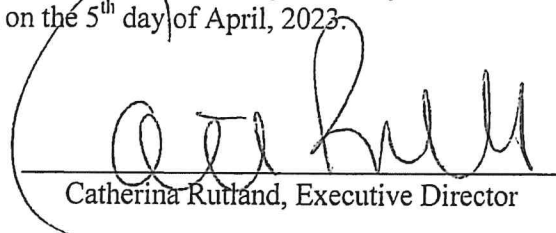
ATTEST:


Catherina Rutland, Executive Director

PENNS GROVE HOUSING AUTHORITY


Karen C. Wright, Chairperson

I certify that the foregoing is a true copy of a Resolution adopted by the Commissioners of the Penns Grove Housing Authority, in the County of Salem, at a regular meeting thereof held on the 5th day of April, 2023.


Catherina Rutland, Executive Director

	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
K. Wright			✓			
H. Smith						✓
I. Washington			✓			
L. Hill			✓			
J. Lopez			✓			
M. Pollard			✓			
D. Robinson						✓



RESOLUTION: EMPLOYMENT CONTRACT OF EXECUTIVE DIRECTOR

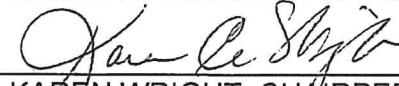
WHEREAS, the position of Executive Director of the Penns Grove Housing Authority contract term is subject to expire.

WHEREAS, after a thorough review of the employment contract of Catherina Rutland the Board has determined that it is in the best interest of the Penns Grove Housing Authority to renew her contract with a term expiration of June 30, 2023.

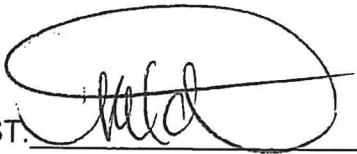
NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Penns Grove Housing Authority that the Board does agree on the re-appointment of Catherina Rutland as the Executive Director and have determined the appropriate compensation set forth in the contract.

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of today April 5, 2023.

PENNS GROVE HOUSING AUTHORITY


KAREN WRIGHT, CHAIRPERSON

ATTEST.



Resolution No. 6-2023
Adopted: April 5, 2023

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Penns Grove

PHA Code: NJ074

PHA Fiscal Year Beginning:

Board Resolution Number: 8-23

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

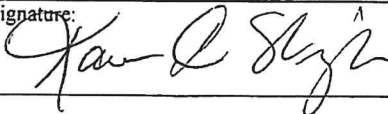
- ☒ Operating Budget approved by Board resolution on: 04/05/2023
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Karen C. Wright	Signature: 	Date: 04/05/2023
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