

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

Minutes of the Meeting May 3, 2023

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

**ROLL CALL**

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

Absent: Dorraine Robinson

**APPROVAL OF MINUTES:**

A motion to approve the regular minutes of the April 5, 2023 meeting was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

Then a motion to approve the executive session minutes of the April 5, 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 Neighborhood Assistance Corporation of America, a non-profit community advocacy and homeownership organization.

Catherina was pleased to report that we received our parcel postage mailboxes for our seniors so their packages would be in a secured lockbox.

Catherina stated that enclosed in their packets was HUD notice PIH 2023-10 notifying us that HUD's Emergency Safety and Security Grant would be available to apply for until June 28, 2023. Catherina reported that she would be applying for the grant and asking for funding for fencing and additional cameras.

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. Friday, May 12, 2023 a Mother's Day BBQ at noon at Penn Towers

### 3. Friday, June 2, 2023 Daddy and Daughter Dance

Catherina stated that enclosed in their folders was their financial disclosures for their review.

Catherina stated that Carolina Valdez was interested in attending two virtual training sessions as follows: preparing for lease termination on May 9<sup>th</sup> and hybrid workplaces on May 18<sup>th</sup>. A motion to approve Carolina Valdez to attend the two virtual trainings was made by Ignacia Washington and seconded by Jesus Lopez. The motion was unanimously approved by all present.

#### STREAMLINE RAD APPLICATION

- a. ENVIRONMENTAL ASSESSMENT RAD
- b. SITE SURVEY

Catherina stated that the Environmental Assessment was completed on May 1, 2023. She explained that it is a 30 to 45 day turnaround before we receive a report. She stated that once we obtain the Environmental Assessment report, we would be able to submit our RAD application.

Catherina explained that we located site plans that may be approved by HUD for our site survey. There was some discussion on the matter.

#### INTERCOM SYSTEM PENN TOWERS

Catherina was pleased to report that the intercom system at Penn Towers was installed. She stated that the tenants and Board have all received new key fobs for the new system. There was some discussion on the matter.

#### RFP BOILERS AND ROOF

Catherina informed the Board that William Lammey is working on preparing the bids for both Penn Towers roof and boilers. She stated she will update the Board at the next meeting.

#### NEW BUSINESS

#### APPROVAL OF FEE ACCOUNTANT CONTRACT

An advertisement had been placed in the paper for proposals for Fee Accountant Services for the fiscal year 2023-2024. The only response was from Hymanson, Parnes and Giampaolo, CPA. Catherina stated that we have worked with their firm for fee accounting this year and have used their auditing services in the past. They are experienced with HUD accounting as well as Federal procurement requirements and laws and have a sound reputation. A motion to appoint Hymanson, Parnes and Giampaolo, CPA from July 1, 2023 to June 30, 2024 was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

#### APPROVAL OF LEGAL SERVICES FOR GENERAL SOLICITOR CONTRACT

An advertisement had been placed in the paper for proposals for Legal Services for General Council for the fiscal year 2023-2024. The only response was from our current Solicitor, The Law Offices of James K. Grace. Catherina and the Board commented that they are satisfied with our current solicitor, Mr. James Grace. A motion to re-appoint The Law Offices of James K. Grace at the

proposed rate was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

#### APPROVAL OF AUDITOR FYE 6/30/23 CONTRACT

An advertisement had been placed in the paper for proposals for the Auditor for the June 30, 2023 audit. The only response was from the auditing firm Francis J. McConnell. Catherina stated the auditing firm has all of the necessary credentials and has been performing Housing Authority audits in New Jersey for many years. A motion to appoint Francis J. McConnell at the proposed rate for FYE 6/30/23 audit was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

#### EXECUTIVE SESSION

No executive session took place.

#### BUDGETS 2023-2024

#### APPROVAL FOR ADOPTION OF STATE BUDGET FYE 6/30/24

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

#### REVISED SALARY INCREASE RESOLUTION, ED CONTRACT SALARY CHANGE AND BUDGET AMENDMENT FOR FYE 6/30/24

Catherina presented the Board with the resolution for the revised salary increase, acknowledgment of the Executive Director's contract salary change, and to amend the budget for FYE 6/30/24. A motion to approve Revised Resolution 7A-2023 with revised salary increases, acknowledgment of the Executive Director's contract salary change, and to amend the budget for FYE 6/30/24 was made by Margie Pollard and seconded by Ignacia Washington. The motion was unanimously approved by all present.

#### PGHA ANNUAL PLAN 2023-2024 APPROVAL AND RESOLUTION

Catherina presented the Annual Plan for 2023-2024 with Resolution 11-2023 with additional documents. There was some discussion on the matter.

A motion was made by Ignacia Washington to approve the Annual Plan for 2023-2024 with Resolution 11-2023 and seconded by Hersell Smith. The motion was unanimously approved by all present.

#### APPROVAL OF BILLS

A motion to approve the bills listed below was made by Hersell Smith and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 16856 thru 16882 and MOD check 2556. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the April 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.

# Penns Grove Housing Authority



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

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

## **RESOLUTION: CONFIRMING EMPLOYEES SALARIES, EXECUTIVE DIRECTOR CONTRACT SALARY CHANGE AND BUDGET AMENDMENTS FOR FYE 6/30/24**

WHEREAS, the Penns Grove Housing Authority has determined that it wishes to provide its employees with a salary increase for the period of July 1, 2023 through June 30, 2024.

NOW, THEREFORE BE IT RESOLVED that the salary of all its employees will increase to 5% with the revised attached salary schedule.

BE IT FURTHER RESOLVED this resolution also recognizes the change in the salary schedule for State and Federal budgets for FYE 6/30/24 with the revised attached salary schedule superseding previous salary schedules.

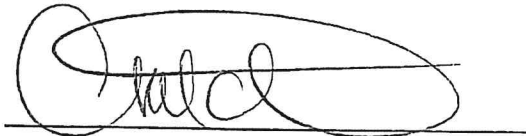
In addition, the Executive Director's contract will reflect the salary increase of 5% for FYE 6/30/24 as shown on revised salary schedule.

BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on May 3, 2023.

PENNS GROVE HOUSING AUTHORITY

  
KAREN WRIGHT, CHAIRPERSON

ATTEST:



Resolution No. 7-2023A - Revised  
Adopted: May 3, 2023

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Small PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the      5-Year and/or   x   Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 7/1/2023 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

- ☐ 903.7a Housing Needs
- ☐ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- ☐ 903.7c Financial Resources
- ☐ 903.7d Rent Determination Policies
- ☐ 903.7h Demolition and Disposition
- ☐ 903.7k Homeownership Programs
- ☐ 903.7r Additional Information
- ☐ A. Progress in meeting 5-year mission and goals
  - ☐ B. Criteria for substantial deviation and significant amendments
  - ☐ C. Other information requested by HUD
    - ☐ 1. Resident Advisory Board consultation process
    - ☐ 2. Membership of Resident Advisory Board
    - ☐ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of

the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.



18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Penns Grove Housing Authority

NJ074

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

Annual PHA Plan for Fiscal Year 2023\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)

Name of Executive Director: Catherina Rutland

Name of Board Chairman: Karen C. Wright

Signature

Date 5/3/2023

Signature

Date 5/3/2023

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.