

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

Minutes of the Meeting July 5, 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, Dorraine Robinson, James K. Grace, and Carolina Valdez

Absent: Ignacia Washington and Catherina Rutland

**APPROVAL OF MINUTES:**

A motion to approve the regular minutes of the June 7, 2023 meeting was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

**OLD BUSINESS**

**STATUS REPORT**

Carolina went over the status report. She stated we currently have three vacant units (906 PT, 709 PT, and 901PT) at Penn Towers and no vacant units at Silver Run Park.

Carolina reported that we are processing three cases for eviction for nonpayment of rent as well as multiple lease violations and the mandatory case management review that was re-scheduled for July 13, 2023 via zoom for two of the cases and the eviction cases are scheduled for July 14, 2023.

Carolina reported that we have received 68 applications for our Section 8 waiting list from June 12th, 2023 to June 14th, 2023. Our Section 8 waiting list is now closed. We are currently processing 7 applications at this time.

Carolina reminded the Board members about the work session scheduled for Wednesday, September 20, 2023 at 5pm. She also mentioned that the meeting room has not been reserved at the moment.

Carolina explained that enclosed in their packet was our insurance certificate for our basketball camp that will be hosted from August 7th to the 11th. She mentioned that the application for approval was submitted to the Board of Education for their review for their July 17th meeting in order to use the Paul W. Carleton Elementary School after the larger schools were not available this summer. There was some discussion on the matter.

Carolina mentioned that a copy of the signed lead based paint proposal was enclosed for their review and the inspections have been scheduled for the week of September 11-20<sup>th</sup>, 2023.

Carolina stated that we have installed first aid centers in our office and the Silver Run Community Room in order to be in compliance with OSHA.

Carolina reminded the Board about the following events planned:

1. Tuesday, July 11th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Wednesday, August 23rd, 2023 Clementon Park
3. Wednesday, August 30th, 2023 Silver Run Tenant's BBQ Event

The Board requested that a copy of the Tropicana Casino map be provided to the attendees of the trip.

#### STREAMLINE RAD APPLICATION

#### ENVIRONMENTAL ASSESSMENT RAD

Carolina stated that we had received the completed Environmental Assessment that was completed on May 1, 2023. She explained that we are waiting for the assessment to be signed by a "Responsible Entity" which could be the Town Engineer, Administrator or the Mayor. We have submitted a copy of the assessment to the Mayor and we are just waiting for their signature. There was some discussion on the matter.

#### RFP BOILERS AND ROOF

Carolina informed the Board that William Lammey had prepared a memo for the Board explaining the bidding process and schedule for the Roof replacement at Penn Towers. She also explained that Mr. Lammey recommended delaying the bidding process for the Boilers at Penn Towers to May of 2024 in order to diminish the cost of the replacements.

A motion was made by Jesus Lopez to advertise for bids for the replace of the roof at Penn Towers and seconded by Hersell Smith. The motion was unanimously approved by all present.

A second motion was made by Jesus Lopez to table the bidding process of the Penn Towers boilers until the December meeting. This motion was seconded by Margie Pollard and unanimously approved by all present.

#### NEW BUSINESS

#### TRAVEL CARD RESOLUTION

Carolina presented Resolution 14-2023 which outlines that the Travel Card to be used only for the purposes of business travel related to the Penns Grove Housing Authority.

A motion was made by Jesus Lopez to approve Resolution 14-2023 approving the State of New Jersey Travel Card Program. This motion was seconded by Laverne Hill and unanimously approved by all present.

## CAPITAL FUND 2023 RESOLUTION

Carolina presented Resolution 15-2023 for the 2023 Capital funds with 5 year action plan and annual statement. She explained that the Penns Grove Housing Authority is considered a small housing authority under HUD guidelines and the funds can therefore be placed in operations.

A motion was made by Jesus Lopez to approve Resolution 15-2023 approving the 2023 Capital fund 5 year action plan and annual statement. This motion was seconded by Hersell Smith and unanimously approved by all present.

## EMERGENCY COOLING SYSTEM FOR PENN TOWERS

Carolina stated that the cooling system for the Penn Towers Community Room is no longer working. She explained that she had contacted the A-team Cooling Company and they had stated that the unit is no longer functional and that the cost of replacing the entire system would be around \$40,000. They recommended installing a mini split air conditioner in the community room which will be more cost effective. There was some discussion on the matter.

A motion to approve the installation of the mini split air conditioner at the Penn Towers community room was approved by Hersell Smith and seconded by Jesus Lopez. The motion was unanimously approved by all present

The Board had a brief discussion regarding the vandalism of the Silver Run community room and it was also mentioned that Brenda Fowler, CEO of YENI, has decided to no longer host her events at the community room.

## APPROVAL OF BILLS

A motion to approve the bills listed below was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 16969 thru 17000. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the June Board meeting.

## PUBLIC PORTION

There was no public present.

## ADJOURNMENT

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



## PENNS GROVE HOUSING AUTHORITY

### RESOLUTION 15-23

#### APPROVING THE 2023 CAPITAL FUND 5 YEAR ACTION PLAN AND 2023 ANNUAL STATEMENT

WHEREAS, the Department of Housing and Urban Development announced its 2023 Capital Fund Grant formula amounts;

WHEREAS, the Penns Grove Housing Authority has prepared a 5 year Capital Fund Action Plan and 2023 Annual Capital Fund Statement in the amount of \$399,818.00 for Fiscal Year 2023 through 2027 with Capital Fund Annual Statement referred to as Capital Fund Grant Number NJ39P07450123;

WHEREAS, the Housing Authority must approve the 5 year Capital Fund Action Plan and the 2023 Annual Capital Fund Statement for the use of these funds per the regulations of the Department of Housing and Urban Development; and work items must be in the HUD approved 5-Year CFP Action Plan;

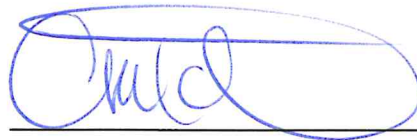
THEREFORE, BE IT RESOLVED, that the Penns Grove Housing Authority Board of Commissioners has approved the Capital Fund 5 Year Action Plan (2023-2027) and 2023 Annual Statement, Form HUD 50075.1, for the 2023 Capital Fund Program, and that all work items are included in the HUD approved 5-Year CFP Action Plan.

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

PENNS GROVE HOUSING AUTHORITY

  
KAREN WRIGHT, CHAIRPERSON

Attest:



Resolution No. 15-2023

Adopted: July 5, 2023

# 2023 Capital Fund

OMB Approval No. 2577-0075  
(exp. 08/31/2023)

## Capital Fund Program (CFP) Amendment Annual Contributions Contract Terms and Conditions (HUD-52840-A)

## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Penns Grove Housing Authority NJ074 (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract  
ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Public Law 117-328, Division L, Title II,

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ \$399,818.00 for Fiscal Year 2023 to be referred to under the Capital Fund Grant Number NJ39P07450123  
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

- The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.
- The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.
- The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
- For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
- Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
- Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
- The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
- The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
- Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one): Yes ☐ No ☐
- The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
- If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
- CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

U.S. Dept of HUD

By /s/

Date: 02/17/2023

Marianne Nazzaro

Title: Deputy Assistant Secretary

Office Public Housing Investments

PHA (Executive Director or authorized agent)

By

Date:

Title



U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0157  
Expires 11/30/2023

OMB No. 2577-0157  
Expires 11/30/2023

IFY of Grant:  
IFY of Grant Approval  
2023

☐ Revised Annual Statement (revision no: \_\_\_\_\_)  
☐ Final Performance and Evaluation Report \_\_\_\_\_

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CPP funds				
2	1406 Operations (may not exceed 20% of line 15) <sup>3</sup>	\$399,818.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 15)				
5	1480 General Capital Activity				
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by P11A				
8	1503 RAD-CPP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPP				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Taxon Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

<sup>3</sup> PPIAs with under 250 units in management may use 100% of CFP Grants for operations.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0157  
Expires 11/30/2023

Part I: Summary

PIHA Name: <b>Penns Grove Housing Authority</b>	Grant Type and Number: <b>Capital Fund Program Grant No: NJ39P07450123</b> Replacement Housing Factor Grant No: Date of CFP: <b>2023</b>	IPY of Grant: IPY of Grant Approval: <b>2023</b>
----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------

Type of Grant: <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disaster/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
15	Amount of Annual Grant: (sum of lines 2 - 14)	Original	Expended
16	Amount of line 15 Related to LBP Activities	\$399,818.00	
17	Amount of line 15 Related to Security - Soft Costs		
18	Amount of line 15 Related to Security - Hard Costs		
19	Amount of line 15 Related to Energy Conservation Measures		
20	Amount of line 15 Related to Energy Conservation Measures		
Signature of Executive Director *		Date	Date

\* I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PIHAs with under 250 units in management may use 100% of CFP Grants for operations.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0157  
Expires 11/30/2023

Federal FY of Grant:  
2023

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.





## PENNS GROVE HOUSING AUTHORITY

### RESOLUTION 14-23

#### APPROVING STATE OF NEW JERSEY TRAVEL CARD PROGRAM

WHEREAS, the State of New Jersey Department of Treasury has issued Circular 23-17DPP with the subject State of New Jersey Travel Card Program;

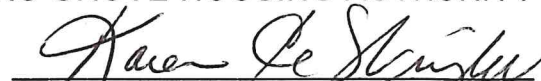
WHEREAS, the Penns Grove Housing Authority has the need to apply for the State of New Jersey Travel Card Program;

WHEREAS, the Housing Authority will have two cards issued to be held in a secure place by the Executive Director with a Travel Card Program limit of \$15,000 to be used only for business travel purposes relating to the Penns Grove Housing Authority for staff and Board members to attend housing authority related training and/or conferences to further their education and training. Travel purposes will be defined as outlining in the Circular 23-17DPP to include air and rail tickets, car rentals and hotel accommodations.

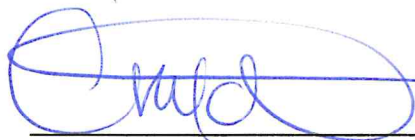
THEREFORE, BE IT RESOLVED that the Penns Grove Housing Authority will comply with all of the rules and regulations outlined in Circular 23-17DPP.

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

PENNS GROVE HOUSING AUTHORITY

  
KAREN WRIGHT, CHAIRPERSON

Attest:

  
\_\_\_\_\_

Resolution No. 14-2023

Adopted: July 5, 2023