

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

Minutes of the Meeting August 2, 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, Ignacia Washington, James K. Grace and Catherina Rutland

Absent: Hersell Smith and Carolina Valdez

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the July 5, 2023 meeting was made by Jesus Lopez 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 two vacant units (302 PT and 305PT) at Penn Towers and no vacant units at Silver Run Park.

Catherina reported that we are processing three cases for eviction for nonpayment of rent as well as multiple lease violations and the court dates are set via zoom on August 11th and August 14th.

Catherina reminded the Board members about the work session scheduled for Wednesday, September 20, 2023 at 5pm. There was some discussion on the location of the work session. It was decided that the work session would take place at the River Winds in West Deptford.

Catherina reported that we have been following up with the Penns Grove Police Department regarding any charges that can be filed with the Silver Run community room vandalism that occurred on June 26, 2023. She stated that the police are recommending to the prosecutor's office community service hours for the minors involved in the incident.

Catherina stated that the installation of the mini split air conditioner at the Penn Towers community room had been installed and working well. She noted that the tenants were pleased to have air conditioning during this hot weather.

She also reported that they had installed a small gazebo in the back for our smoking residents so they have shade and have ordered a second small gazebo. She explained that this would also prevent our smoking residents from smoking under the front canopy when it rains.

Catherina informed the Board that enclosed in their packets they would find a memo stating that we now have an online payment portal for our tenants to pay their rents through our website. She noted

that tenants now have three options to pay their rent: automatic deductions from their bank account, pay online through the tenant portal on our website, or continue to pay at the Pennsville National Bank in Carneys Point.

Catherina stated that enclosed in their folders was information on Public Purchasing classes to become a Qualified Purchasing Agent which would take our bidding threshold from \$17,500 to \$44,000. There was some discussion on the matter. Catherina reported that Carolina and she were interested in taking those classes and exam. A motion was made by Margie Pollard to approve Catherina Rutland and Carolina Valdez to enroll in the program classes to become a Qualified Purchasing Agent. The motion was seconded by Jesus Lopez and approved unanimously by all present.

Catherina reminded the Board about the following events planned:

- Monday-Friday, August 7-11th 2023 Basketball Camp at the Paul W. Carleton School
- Wednesday, August 23rd, 2023 Clementon Park
- Wednesday, August 30th, 2023 Silver Run Tenant's BBQ Event
- Tuesday, September 12th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.

There was some discussion on inviting the Penns Grove Police Department to our events and looking into obtaining police security for our properties.

Catherina mentioned to the Board that enclosed in their folders was information for the NJAHRA Annual Conference in Atlantic City, NJ from September 24, 2023 through September 26, 2023. Catherina stated that if anyone was interested in attending the conference to please let her know as soon as possible. Catherina stated that Karen Wright, Carolina Valdez and she were interested in attending the NJAHRA Annual Conference. A motion was made by Jesus Lopez to approve Karen Wright, Catherina Rutland and Carolina Valdez to attend the NJAHRA Annual Conference in September. The motion was seconded by Margie Pollard and approved unanimously by all present.

STREAMLINE RAD APPLICATION

ENVIRONMENTAL ASSESSMENT RAD

Catherina was pleased to report that the Business Administrator for Penns Grove reviewed and signed off on our Environmental Assessment that was completed on May 1, 2023. She stated that our RAD application would be submitted shortly. There was some discussion on the matter.

PENN TOWERS ROOF REPLACEMENT BID RESULTS

Catherina reviewed the bid tabulation sheet given by Lammey & Giorgio for the Penn Towers roof replacement. She stated they received three bids from the following companies: Jottan Inc, Winchester, and DA Nolt. Jottan Inc came in at \$411,092.00 which was the lowest qualified bidder. After some discussion, a motion was made by Jesus Lopez to accept the bid from Jottan Inc for the Penn Towers roof replacement project and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

NEW BUSINESS

WRITE OFF RESOLUTION FYE 6/30/23

Catherina presented Resolution 16-2023 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/23. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Jesus Lopez to approve Resolution 16-2023 authorizing the write-offs and seconded by Margie Pollard. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Jesus Lopez. The motion was unanimously approved by all present. General Fund checks 17031 thru 17057. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the July 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



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

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

RESOLUTION OF THE PENNS GROVE HOUSING AUTHORITY

DATE OF ADOPTION: August 2, 2023

RESOLUTION NUMBER: 16-2023

THE FOLLOWING RESOLUTION WAS PRESENTED BY THE EXECUTIVE DIRECTOR AT A MEETING HELD ON August 2, 2023.


WHEREAS, a Board Resolution is required approving the write-off of any ledger account for the fiscal year ended 6/30/23; and

WHEREAS, the following listed former tenants, having vacated or been evicted from their unit within the Housing Authority of the City of Penns Grove owing the listed balance on the books;

1.	Joshalyn Ford 103 PT	\$9,209.13
2.	Isis Carter 1112 SR	\$3,069.00
3.	Yasmine Cunningham 302 SR	\$7,411.94
4.	Gloria Roman Roman 901 SR	\$ 36,986.77
5.	Jade Tucker 907 PT	\$525.00

\$57,201.84

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Penns Grove Housing Authority that the above named tenant balances be written off the ledger books for the Housing Authority and noted as uncollectible.


KAREN WRIGHT, CHAIRPERSON


CATHERINA RUTLAND
EXECUTIVE DIRECTOR