

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

Minutes of the Meeting October 11, 2023

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

ROLL CALL

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

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the September 6, 2023 meeting was made by Laverne Hill and seconded by Ignacia Washington. The motion was unanimously approved by all present.

A motion to approve the Executive Session minutes of the September 6, 2023 meeting was made by Margie Pollard and seconded by Ignacia Washington. 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 (804 PT) at Penn Towers and four vacant units (506 SR-5 bedroom, 502 SR-4 bedroom, 1112 SR-2 bedroom, and 1002 SR-3 bedroom) at Silver Run Park.

Catherina reported that the eviction case that was held on September 7th, 2023 resulted in a judgment for possession. She stated that they have no other eviction cases at this time.

Catherina stated that the meeting with the tenants and Lt. Robert Frett from the Penns Grove Police Department to discuss the safety of our complexes would be on October 18th, 2023 at 1:30PM for Penn Towers and November 8th, 2023 at 1:30PM for Silver Run tenants.

She also noted that she had not heard back from the police department in regard to a police security contract but she would inquire on the progress on the 18th.

Catherina stated that enclosed in their folders was information for the Elks Human Relations Department Annual Appreciation Luncheon on November 4, 2023 in which they would be honoring our Board member, Hersell Smith, for her service. The Board congratulated Hersell on her achievements. There was some discussion on the matter.

Catherina reported that they were making all attempts to go paperless for our tenants and applicants as well. She stated that all apartment applications would now be submitted via our website at

pennsgroveha.org by clicking on the pre-application portal and following the directions. She explained that applicants would also get a code after they complete the pre-application in which they may use to check the status of their application and update their information if necessary. She stated that if they need assistance with the pre-application on-line, they would assist them in the office.

Catherina also reported that as of January 1, 2024 we would be having tenants sign up in our office for direct debit/deduction to pay their rent or they can pay on-line using our portal. She explained that this would eliminate rent statements being printed, delivered and entered into our accounting system. It was noted that their payments would automatically be reflected on their accounts which they would check on-line. She reported that many of our tenants have been utilizing our direct debit or our on-line payment system already.

Catherina presented information that they received from the NJAHRA conference. Ignacia reported on some of the information they obtained at the conference that they attended in October. There was some discussion on the matter.

Catherina reported that she placed the ad in the newspaper for the new position of office clerk. She stated that they had received ten resumes. After reviewing the resumes, she hired Frances Numan which she will begin later this month. There was some discussion on the matter.

Catherina reported that the travel card that they applied for through the State of NJ has been placed on hold due to issues at the State level.

Catherina reminded the Board about the following events planned:

1. Tuesday, November 14, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Friday, October 20th, 2023 Mommy & Son Dance at Silver Run Apts.

STREAMLINE RAD APPLICATION SUBMITTED ON AUGUST 25, 2023 UPDATE

Catherina informed the Board that HUD has reached out to request additional information and inquires on our RAD application. She stated to date she has not received any final decisions from HUD on our RAD application status.

PENN TOWERS ROOF REPLACEMENT UPDATE

Catherina reported to the Board that a project start date of October 30, 2023 for the roof replacement at Penn Towers was established. There was some discussion on the matter.

NEW BUSINESS

RESOLUTION: JAMES K GRACE, SOLICITOR, HIRED BY NEW LAW FIRM - MALAMUT AND ASSOCIATES

James K. Grace reported to the Board that he has made a decision to dissolve his law firm and accept a position at Malamut and Associates LLC. He requested that the Penns Grove Housing Authority continue to retain him as our solicitor under the direction of his new law firm Malamut and Associates, LLC. There was some discussion on the matter.

A motion was made by Margie Pollard to accept Resolution 18-23 retaining Mr. James K Grace with Malamut and Associates for the remainder of the fiscal year and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

PAPERLESS BOARD FOR JANUARY 2024

Catherina stated that it was decided at the last work session that the Board would be going paperless as of January 1, 2024. Catherina informed the Board that she ordered IPADS and would have them set up with e-mail addresses for the December Board meeting. There was some discussion on the matter.

CAPITAL FUND IMPROVEMENTS AND RESERVES

1. LIFESTATION EMERGENCY CALL SYSTEMS
2. FENCING FOR PENN TOWERS
3. PARKING LOT REPAIRS/RESURFACING
4. NEW CAMERAS AND DVR
5. PILOT (PAYMENT IN LIEU OF TAXES)
6. KITCHENS - SILVER RUN
7. PENN TOWERS ROOF AND BOILER REPLACEMENT
8. RAD CONSULTANTS

Catherina presented an excel spreadsheet with a copy of our bank account balances in an effort to spend the reserves that we have compiled for RAD purposes.

Catherina also provided detailed information in handouts for many work items listed on the agenda. There was some discussion on the matter.

A motion was made by Margie Pollard to move forward with the Penn Towers fence, Lifestation Call System, new cameras with a DVR, and Ipads for a paperless board and it was seconded by Ignacia Washington. 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 17211 thru 17231. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the September 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: JAMES K GRACE, SOLICITOR, HIRED BY NEW LAW FIRM - MALAMUT AND ASSOCIATES

WHEREAS, our current Solicitor, James K. Grace has informed the Penns Grove Housing Authority that he has made a decision to dissolve his law firm and accept a position at Malamut and Associates LLC.

WHEREAS, the Penns Grove Housing Authority as worked with Mr. James K. Grace since 2017 through other law firms as well as his own law firm he started in 2020.

WHEREAS, the Penns Grove Housing Authority acknowledges that Mr. Grace demonstrated over the years a high level of legal expertise serving as the Solicitor for the Penns Grove Housing Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Penns Grove Housing Authority that the we would like to continue our working relationship with Mr. James K. Grace as our solicitor under the direction of his new law firm Malamut and Associates, LLC located at 457 Haddonfield Road Suite 500, Cherry Hill, NJ 08002 from November 1, 2023 to contract ending on June 30, 2023.

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of November 1, 2023.


KAREN WRIGHT, CHAIRPERSON


CATHERINA RUTLAND
EXECUTIVE DIRECTOR

Resolution No. 18-23

Adopted: October 4, 2023