

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

Minutes of the Meeting September 6, 2023

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

ROLL CALL

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

Absent: Hersell Smith

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the August 2, 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 one vacant unit (305 PT) at Penn Towers and two vacant units (506 SR-5 bedroom and 1112 SR-2 bedroom) at Silver Run Park.

Catherina reported that they were processing one eviction case at this time and the virtual court date was set for September 7, 2023. She informed the Board as well that two eviction cases that were reviewed by a judge in August resulted in judgment for possession.

Catherina stated that they had scheduled a meeting with Lt. Robert Frett to discuss having police security and the safety of our tenants on September 8, 2023 at 11AM. There was some discussion on the matter.

Catherina reported that the lead based paint unit and site inspections being performed by LEW Environmental Services would be performed on September 11th and September 15th.

Catherina stated that enclosed in their packets they would find a HUD email showing that our application for additional funding for Section 8 was approved for \$34,202.00. She reported that they project they would be leased up for all vouchers by November 1, 2023.

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 reminded the Board about the following events planned:

1. Tuesday, September 12th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Friday, October 20th, 2023 Mommy & Son Dance at Silver Run Apts.

Catherina mentioned to the Board that enclosed in their folders was information for the NJNAHRO Fall Training Conference in Atlantic City, NJ from November 14, 2023 through November 16, 2023. Catherina stated that if anyone was interested in attending the conference to please let her know as soon as possible. It was stated that Karen Wright, Jesus Lopez, Carolina Valdez and she were interested in attending the NJNAHRO Fall Training Conference. A motion was made by Margie Pollard to approve Karen Wright, Catherina Rutland, Jesus Lopez, and Carolina Valdez to attend the NJNAHRO Fall Training Conference in November. The motion was seconded by Laverne Hill and approved unanimously by all present.

Catherina stated that multiple Board members will be absent from the October 4<sup>th</sup>, 2023 meeting due to a work conference. She stated that they could cancel the Board meeting or reschedule for October 11<sup>th</sup>, 2023. A motion was made by Jesus Lopez to change the October Board meeting date to October 11<sup>th</sup>, 2023 and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

#### STREAMLINE RAD APPLICATION

Catherina was pleased to report that they submitted our Streamline RAD application on August 25<sup>th</sup>, 2023. She stated that they would receive a HUD response within 60 days. There was some discussion on the matter.

#### PENN TOWERS ROOF REPLACEMENT BID RESULTS

Catherina presented the contract for the Penn Towers roof replacement between Jottan, Inc and the Penns Grove Housing Authority. She stated she would update the Board with a project start date.

#### NEW BUSINESS

#### EXECUTIVE SESSION

Jesus Lopez made a motion to approve Resolution 17-2023 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 Jesus Lopez and seconded by Laverne Hill to go out of Executive Session. The motion was unanimously approved by all present.

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

After Executive Session, a motion was made by Jesus Lopez to change Carolina Valdez's job title from Administrative Assistant to Assistant Executive Director and it was seconded by Laverne Hill. The motion was unanimously approved by all present.

A second motion was made by Jesus Lopez to accept Sharon Williams's retirement notice and to place an ad in the newspaper for the open position of Office Clerk. The motion was seconded by Laverne Hill and approved unanimously by all present. There was some discussion on the matter.

#### 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 17115 thru 17148. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the August Board meeting.

#### PUBLIC PORTION

There was no public present.

#### ADJOURNMENT

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

**PENNS GROVE HOUSING AUTHORITY**  
**RESOLUTION NO. 17-2023**

**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 6<sup>th</sup> day of September, 2023.

  
Catherina Rutland, Executive Director

	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
K. Wright			✓			
H. Smith			✓			✓
I. Washington			✓			
L. Hill	<del>absent</del>	2nd	✓			
J. Lopez	1st		✓			
M. Pollard			✓			
D. Robinson			✓			