Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 1, 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, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the October 4, 2023 meeting was made by Laverne Hill 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 no vacant units at Penn Towers and two vacant units at Silver Run Park.

Catherina reported that they are not processing any eviction cases at this time.

Catherina reminded the Board about the following events planned:

1. Tuesday, November 14th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.

Catherina reported that the meeting with the tenants and Lt. Robert Frett from the Penns Grove Police Department to discuss the safety of our complexes was held on October 18th, 2023 went well. She stated that Officer Frett explained the need for tenants to be pro-active in contacting the police and gave general safety tips as well. She informed the Board that the meeting with the Silver Run tenants and Lt. Robert Frett is scheduled for November 8th, 2023 at 1:30PM.

Catherina presented a flyer for our annual senior Thanksgiving dinner on Friday, November 17, 2023 at noon. She stated that all Board members were welcomed.

Catherina reported that the Life Station nurse call system for medical emergencies would be installed in each tenants’ unit at Penn Towers on November 26th and November 27th.

Catherina reminded the Board to save the date for the following PGHA and non-profit events planned:

Catherina stated that enclosed in their packets was information for the PHADA 2024 Commissioner’s Conference in San Diego, CA from January 7, 2024 through January 10, 2024 and to please let her know as soon as possible if they were interested in attending the conference.

STREAMLINE RAD APPLICATION SUBMITTED UPDATE

Catherina informed the Board that our RAD consultants and she had a HUD virtual meeting recently. There was some discussion on the meeting with HUD. She stated to date she had not received any final decisions from HUD on our RAD application status.

PENN TOWERS ROOF REPLACEMENT UPDATE

Catherina reported to the Board that the roof replacement at Penn Towers had begun and she went over projection timelines. There was some discussion on the matter.

LEAD BASED PAINT RESULTS FOR SILVER RUN AND PENN TOWERS UPDATE

Catherina stated they are waiting for LEW Environmental Services to complete remediation and clearance. There was some discussion on the matter.

NEW BUSINESS

RFP FOR FENCE AT PENN TOWERS

Catherina presented the RFP package for a new fence for Penn Towers. She stated that bid packages would be due on November 21, 2023. There was a discussion on the matter.

RFP FOR EXTERMINATOR SERVICES

Catherina presented the termination letter for our previous exterminator company as well as the RFP package for exterminator services due on November 21, 2023. There was some discussion on the matter.

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 17248 thru 17279. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the October 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.