Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 6, 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, Jesus Lopez, Ignacia Washington, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith and Dorraine Robinson

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the November 1, 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 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 reported that the Lifestation nurse call system for medical emergencies was installed in each unit at Penn Towers last week.

Catherina reminded the Board about the following events planned:

1. Tuesday, March 12, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Tuesday, December 19th, 2023 at 4:00PM we will be judging the door and window decorating contest at Penn Towers and Silver Run. Volunteers for judging needed.
3. Thursday, December 14th, 2023 at noon - Our annual tenant event dinner for Penn Towers will be scheduled for Thursday, December 14th, 2023 at noon in the Penn Towers Community Room.
4. Saturday, December 16, 2023 The Holy Temple Church will be coming at 1PM to provide a meal to our tenants.
5. Thursday, December 21, 2023 Employee Appreciation Day at noon at DiPaolos, all board members are invited.
6. Friday, December 29th, 2023 - Our annual Winter Day Celebration for Silver Run families will be scheduled for Friday, December 29th, 2023.

Catherina informed the Board that our auditor, Francis McConnell was working on completing our audit for FYE 6/30/23. She stated that they should receive our audit report by the January Board meeting.

Catherina stated that enclosed in their packets was information for the Nelrod Consortium Conference being held in Las Vegas, Nevada on April 10, 2024 through April 12, 2024 and to please let her know as soon as possible if they were interested in attending the conference.

Karen Wright and Ignacia Washington stated that they were interested in attending the Nelrod Consortium Conference. A motion was made by Jesus Lopez to approve Karen Wright and Ignacia Washington to attend the Nelrod Consortium Conference in April. The motion was seconded by Margie Pollard and approved unanimously by all present. After that motion was completed, Margie Pollard and Laverne Hill stated they would like to attend the Nelrod Consortium Conference. A motion was made by Jesus Lopez to approve Margie Pollard and Laverne Hill to attend the Nelrod Consortium Conference in April. The motion was seconded by Ignacia Washington and approved unanimously by all present.

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 was near the end of completion 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 informed the Board that she received a proposal that day for remediation but needed additional time to review it. There was some discussion on the matter. She stated that she will update the Board at the next meeting.

BOILER REPLACEMENT AT PENN TOWERS

Catherina reported to the Board that the pre-bid meeting for the boilers had taken place on December 5th and that the bids were due on December 21st. There was some discussion on the matter.

NEW BUSINESS

RFP FOR FENCE AT PENN TOWERS

An advertisement had been placed in the paper for bids for the fence project for Penn Towers. Catherina reported that they received seven bids. She presented a results report outlining the seven bids. Catherina stated that the lowest qualified bidder was Jannuzzio Fences and Gates. A motion to appoint Jannuzzio Fences and Gates to replace the fence at Penn Towers was made by Jesus Lopez and seconded by Ignacia Washington. The motion was unanimously approved by all present.

RFP FOR EXTERMINATOR SERVICES

Catherina stated that we only received one proposal from Tri County Termite & Pest Control. She explained that she would like to table the RFP for exterminating to make an inquiry on whether we need weekly or monthly servicing of the units which greatly affects the pricing. A motion to table the RFP for exterminator was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

SUNBELT INSPECTIONS

Catherina presented a proposal from Sunbelt Inspections for our annual inspections for units at Penn Towers, Silver Run and Section 8. Catherina stated that before the RAD conversion takes place we have to have an independent inspector inspect all of our units and that regulation applies to after the RAD conversion as well. There was some discussion on the matter. A motion to approve the proposal from Sunbelt Inspections to perform all unit inspections was made by Ignacia Washington and seconded by Jesus Lopez. The motion was unanimously approved by all present.

RESOLUTION: BOARD MEETING DATES FOR 2024

Catherina presented Resolution 19-2023 for the 2024 Board meeting dates as well as the Official Publications used this year including Google Hangout Meet video conferencing information. Jesus Lopez made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2024 with video conferencing information. Ignacia Washington seconded the motion and it 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 17326 thru 17360. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the November 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.