Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting January 3, 2024

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, Dorraine Robinson, Laverne Hill, Jesus Lopez, Ignacia Washington, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith

ELECTION OF OFFICERS

James K. Grace, asked for nominations for the Housing Authority Chairperson. Jesus Lopez made a motion to nominate Karen Wright as Chairperson and Laverne Hill seconded the motion. Mr. Grace asked if there were any other nominations. Hearing no other nominations, a motion was made by Jesus Lopez to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Laverne Hill. All present unanimously approved the nomination.

Mr. Grace then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. Margie Pollard made a motion to nominate Ignacia Washington as Vice Chairperson and Jesus Lopez seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Margie Pollard to close nominations and elect Ignacia Washington as Vice Chairperson. The motion was seconded by Jesus Lopez. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Ignacia Washington made a motion to nominate Jesus Lopez as Treasurer and Margie Pollard seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Ignacia Washington to close nominations and elect Jesus Lopez as Financial Treasurer. The motion was seconded by Margie Pollard. All present unanimously approved the nomination.

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the December 6, 2023 meeting was made by Margie Pollard and seconded by Jesus Lopez. 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, March 12, 2024 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.

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 February Board meeting.

Catherina stated that she would like to schedule a work session for Wednesday, March 20, 2024 at 5PM. There was some discussion on the matter.

Catherina was pleased to report that all of our tenant events in December went well.

Catherina presented virtual employee training classes that our Staff would be attending due to all of the new HUD regulations with HOTMA, INSPIRE, and HIP.

STREAMLINE RAD APPLICATION SUBMITTED UPDATE

Catherina informed the Board that our RAD consultants, our Solicitor and she had a meeting last week. Mr. Grace stated that there was some discussion during that meeting about whether we would use our non-profit or an LLC for the separate entity required for RAD Streamline Conversion. Mr. Grace reported that there was also some modifications in the cooperation agreement with the Borough that would need revisions once approval from HUD is acquired. She stated to date she had not received any final decisions from HUD on our RAD application status.

PENN TOWERS ROOF REPLACEMENT UPDATE

Catherina informed the Board that the roof was set to be completed around January 5, 2024. There was some discussion on the matter.

FENCE AT PENN TOWERS UPDATE

Catherina reported to the Board that the fence replacement at Penn Towers would begin the week of the January 8th weather permitting. There was some discussion on the matter.

RFP RESULTS FOR EXTERMINATOR SERVICES

Catherina was pleased to report that the roach infestation was contained and continued to be improving after each treatment. She informed the Board that the exterminator company would be treating Penn Towers and Silver Run bi-weekly for three months and then once a month thereafter. There was some discussion on the matter. A motion was made by Jesus Lopez to approve Tri-County Pest Control for the exterminating contract for 2024-2025 and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

LEAD BASED PAINT RESULTS FOR SILVER RUN AND PENN TOWERS UPDATE

Catherina informed the Board that she contacted LEW Environmental Services to review the proposal for remediation. Catherina stated she was able to determine that all outside canopies on the 7, 11, and 12 building would be remediated. Catherina discussed the remediation procedure and requested that the proposal for remediation from LEW Environmental Services be approved. There was some discussion on the matter. A motion was made by Jesus Lopez to accept the remediation proposal by LEW Environmental Services for all outside canopies at Silver Run and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

BID RESULTS BOILER REPLACEMENT AT PENN TOWERS

Catherina presented to the Board a bid tabulation sheet from the bid opening that took place on December 21st. She stated that Lammey & Giorgio will be sending a recommendation letter before the February Board meeting. There was some discussion on the matter.

NEW BUSINESS

HOTMA ADMIN AND ACOP PLAN

Catherina stated that enclosed in their packets was PIH notice 2023-34 with new guidelines for establishing HOTMA. She stated that we have up until January 1, 2025 to begin compliance with HOTMA. There was some decision on the matter.

BOARD RESOLUTION BANKING 2024

Catherina presented Resolution 1-2024 designating the Official Depositories for 2024. Jesus Lopez made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2024. Ignacia Washington seconded the motion and it was unanimously approved by all present.

PGHA TRUCK

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Laverne Hill and seconded by Jesus Lopez. The motion was unanimously approved by all present. General Fund checks 17419 thru 17434. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the December Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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