Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting February 7, 2024

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Laverne Hill. 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

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the January 3, 2024 meeting was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have two vacant units at Penn Towers and one vacant unit 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 reminded the Board of the work session for Wednesday, March 20, 2024 at 5PM. There was some discussion on the matter.

Catherina reported that the Penn Towers roof has been replaced at Penn Towers. She explained that water was still getting in with areas that never had proper flashing installed. She stated that Jottan felt that a wall flashing should have been installed when the building was built. Catherina stated that she is waiting for a quote for additional flashing. There was some discussion on the matter.

Catherina was pleased to announce that the fence at Penn Towers had been installed.

Catherina stated that LEW Environmental Company would be at Silver Run from February 5th to the 12th to do the lead remediation on the outside canopies of building 7, 11 and 12.

Catherina informed the Board that we did not get any participation for the non-profit event, Boys 2 Men. She stated that two factors that may have contributed to the lack of participation was the basketball game the same night along with the cold weather. She reported that they were going to schedule another session in April when the basketball season is over and the weather is warmer. There was some discussion on the matter.

Catherina stated that enclosed in our packets they would find information for the PHADA 2024 Annual Convention from June 2nd to 5th in New Orleans and the NJNAHRO MARC-NAHRO Conference in Atlantic City, NJ from April 28th to May 1st. She requested that if anyone was interested in attending either conference to please let her know as soon as possible. Catherina, Carolina and Karen expressed interest in attending the NJNAHRO MARC-NAHRO in Atlantic City. A motion was made by Jesus Lopez to approve Catherina Rutland, Carolina Valdez, and Karen Wright to attend the NJNAHRO MARC-NAHRO Conference. The motion was seconded by Margie Pollard and approved unanimously by all present.

Karen stated that she would like to attend the PHADA Annual Conference 2024 being held in New Orleans. A motion was made by Ignacia Washington to approve Karen Wright to attend the PHADA 2024 Annual Conference. The motion was seconded by Laverne Hill and approved unanimously by all present.

STREAMLINE RAD APPLICATION SUBMITTED UPDATE

Catherina informed the Board that our RAD consultants and HUD reps had a meeting last week to discuss our application for Streamline Conversion. There was some discussion on the matter. She stated to date she had not received any final decisions from HUD on our RAD application status.

RESOLUTION BID RESULTS BOILER REPLACEMENT AT PENN TOWERS

Catherina presented to the Board a bid tabulation sheet as well as a recommendation letter from Lammey & Giorgio. Catherina stated that Falaca Mechanical was the lowest qualified bidder. There was some discussion on the matter. A motion to approve the Resolution 3-24 approving Falasca Mechanical to replace boilers at Penn Towers was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

NEW BUSINESS

RESOLUTION FORMING LLC FOR STEAMLINE CONVERSION

Catherina presented Resolution 2-24 to allow our Solicitor, James K. Grace to form an LLC for the separate entity for our Streamline Conversion. She recommended the name for the LLC to be Penns Grove Affordable Housing LLC. There was some discussion on the matter. A motion to approve the Resolution 2-24 authorizing the Penns Grove Housing Authority to form an LLC for the Streamline Conversion of 153 units was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

AUDIT REPORT FYE 6/30/23

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she sent each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for the audit report for FYE 6/30/23. There was some discussion about the audit report. A motion to approve the Audit Review Certificate Resolution 5-2024 was made by Jesus Lopez and seconded by Ignacia Washington. The motion was unanimously approved by all present. Jesus Lopez then made a motion to accept the audit as presented and pass Resolution 4-2024. Margie Pollard seconded the motion. 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 Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 17478 thru 17504. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the January 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.