Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting May 1, 2024

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

ROLL CALL

Present: Karen Wright, Margie Pollard, Dorraine Robinson, Ignacia Washington, Hersell Smith, Jesus Lopez, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Laverne Hill

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the April 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 no vacant units at both Penn Towers and Silver Run Park.

Catherina reported that we are processing one eviction case at this time.

Catherina reminded the Board about the following events planned:

1. Tuesday, May 14, 2024 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Friday, May 17, 2024 Senior Prom for Penn Grove Seniors 55 plus 5PM to 7PM

Catherina reported that we have not detected any leaks in the community room after caulking was completed by Jottan but we have to continue to monitor when driving rain arrives to see if the caulking was enough to stop water from entering where the building and community room meet.

Catherina presented a letter from General Deputy Assistance Secretary outlining some timelines and clarification for HUD’s new program and regulations HIP and HOTMA. She informed the Board that they would be making sure all of these implementations are made in a timely manner.

Catherina Rutland submitted her vacation request for June 21, 2024 and returning on July 1, 2024. A motion was made by Jesus Lopez to approve Catherina Rutland’s vacation request and it was seconded by Margie Pollard. The motion was unanimously approved by all present.

STREAMLINE RAD APPLICATION SUBMITTED UPDATE

Catherina informed the Board that they had a meeting with HUD reps and our Solicitor. Catherina turned over the discussion to our Solicitor, James K. Grace. Mr. Grace went over the request by HUD to have a ground lease between PGHA and our LLC. There was some discussion on the matter.

Mr. Grace stated he would prepare the ground lease for the Board to review by the next meeting. Catherina stated that she anticipates approval for the Streamline Conversion after our ground lease is approved by HUD.

NEW BUSINESS

BUDGETS 2024-2025

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/25

Catherina presented the Penns Grove Housing Authority’s State Budget for the FYE 6/30/25. After some discussion, Margie Pollard made a motion to approve the State Budget FYE 6/30/25. Ignacia Washington seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

FEDERAL BUDGET RESOLUTION FYE 6/30/25

Catherina presented the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/25 and Resolution 11-2024. After some discussion, a motion was made by Ignacia Washington to approve the Federal Budget with Resolution 11-2024 and seconded by Hersell Smith. The motion was unanimously approved by all present.

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 17643 thru 17665. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the April 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.