Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting October 2, 2024

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

ROLL CALL

Present: Karen Wright, Margie Pollard, Laverne Hill, Ignacia Washington, Hersell Smith, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Jesus Lopez and Dorraine Robinson

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the September 4, 2024 meeting was made by Margie Pollard and seconded by Laverne Hill. 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 one vacant unit at Silver Run Park.

Catherina reported that we are processing six eviction cases at this time.

Catherina reminded the Board about the following events planned:

1. Wednesday, October 9th, 2024 Atlantic City bus trip
2. Friday, October 11th, 2024 Mommy and Son dance at 6PM
3. Young Men on the Move 1st Monday of each Month at 5PM
4. Friday, November 22nd, 2024 Penn Towers Thanksgiving meal at noon

Catherina stated that the PHADA 2025 Commissioner’s Conference from January 5th to the 8th, 2025 in Miami, Florida. Ignacia Washington expressed interest in attending the PHADA 2025 Commissioner’s Conference. A motion was made by Karen Wright to approve Ignacia Washington to attend the PHADA 2025 Commissioner’s Conference. The motion was seconded by Margie Pollard and approved unanimously by all present.

Catherina presented information on the Annual PHA Web conference in Florida on April 13th, 2025 to April 15th, 2025. She stated that PHA Web is the software program that we use for all of our recertifications and accounting needs. She requested that Carolina Valdez and Gail Walker attend the PHA web training conference. A motion was made by Karen Wright to approve Carolina Valdez and Gail Walker to attend the 2025 Annual PHA Web conference. The motion was seconded by Ignacia Washington and approved unanimously by all present.

Catherina stated that enclosed in their folders was information on the 2024 NJNAHRO Conference from November 19th to the 21st, 2024 in Atlantic City. Catherina Rutland, Carolina Valdez and Karen Wright expressed interest in attending the 2024 NJNAHRO Conference. A motion was made by Margie Pollard to approve Catherina Rutland, Carolina Valdez and Karen Wright to attend the 2024 NJNAHRO Conference. The motion was seconded by Ignacia Washington and approved unanimously by all present.

Catherina reported that they were scheduling annual unit inspections on a schedule of one floor and one building each month until both complexes were complete.

Catherina presented a memo from the General Deputy Assistant Secretary of HUD outlining that most of the HOTMA HUD regulations had been halted until further notice. She explained that HUD is unable to launch their software system HIP which would replace PIC. She stated that all of the HOTMA rules and regulations cannot be implemented until HIP software is in place. Catherina said she would keep the Board posted when HUD informs us of any progress.

STREAMLINE RAD APPLICATION UPDATE

* + - 1. RESOLUTION 19-24 APPROVAL OF AN APPLICATION FOR THE RAD SECTION 18 BLEND
      2. TENANT MEETING NOTICE FOR RAD
      3. RFP CAPITAL NEEDS ASSESSMENT FOR RAD SECTION 18 BLEND

Catherina presented Resolution 19-24 approving the submission of an Application for the Rental Assistance Demonstration Program Section 18 Blend for Penn Towers & Silver Run Park. There was a discussion on the transition from Streamline Conversion to RAD Section 18 Blend.

A motion to approve Resolution 19-24 to submit a RAD Section 18 Application was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina presented the tenant notice for the RAD tenant’s meeting which was scheduled for October 17, 2024 as well as the RFP package for RFP Capital Needs Assessment. There was some discussion on those matters.

NEW BUSINESS

COMPANY TRUCK REPLACEMENT

Catherina stated that we discussed replacement of the company truck before but the purchase had been put on hold while Streamline Conversion was being conducted. She stated that the maintenance supervisor expressed the need for a new truck at this time. There was some discussion on the matter.

A motion was made by Ignacia Washington approving authorization to purchase a new truck under $50,000 through the public purchasing State of NJ program and it was seconded by Margie Pollard. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Laverne Hill and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 17906 thru 17928. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the September Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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