Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 6, 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, Laverne Hill, Jesus Lopez, Hersell Smith, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Ignacia Washington and Dorraine Robinson

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the October 2, 2024 meeting was made by Jesus Lopez 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 two vacant units at Silver Run Park.

Catherina reported that we are processing six eviction cases at this time and the court dates are set for November 15th, 2024 and December 3, 2024. There was some discussion on the matter.

Catherina reminded the Board about the following events planned:

1. Monday, December 9th, 2024 Atlantic City bus trip
2. Young Men on the Move 1st Monday of each Month at 5PM
3. Friday, November 22nd, 2024 Penn Towers Thanksgiving meal at noon

Catherina stated that in their folders was information on the 2025 Nelrod Consortium Conference from February 26th to the 28th, 2025 in Las Vegas. Karen Wright expressed interest in attending the Nelrod Consortium Conference. A motion was made by Jesus Lopez to approve Karen Wright to attend the Nelrod Consortium Conference. The motion was seconded by Laverne Hill and approved unanimously by all present.

Catherina reported that they would be conducting walk through inspections of all Silver Run and Penn Towers common areas on November 12th, 2024.

Catherina presented a flyer for a FEMA meeting scheduled on November 14th, 2024 at 6PM at Penn Towers.

Catherina informed the Board that our auditor and our staff will be preparing for the 6/30/24 audit this month.

Catherina stated the Be-thel ministries returned their keys to the Silver Run Community Room building. There was some discussion on the matter.

Catherina discussed recommendations for the December Board meeting location. It was decided to hold the meeting at DiPaolos for December and via Google Hangout Meet. Catherina stated she will place the advertisement in newspaper and website.

STREAMLINE RAD APPLICATION UPDATE

1. RFP RESULTS CAPITAL NEEDS ASSESSMENT FOR RAD SECTION 18 BLEND
2. APPLICATION FOR RAD SECTION 18 BLEND SUBMITTED

Catherina presented the completed RAD Section 18 blend application that was submitted to HUD. There was some discussion on the matter. She also stated that they have updated our website to include all RAD information for the public and our tenants. Catherina stated that she would begin working on revising our annual plan.

Catherina stated that she received three bids for RFP Capital Needs Assessment. She informed the Board that only one package received was admissible. She recommended re-bidding the RFP Capital Needs Assessment in case there was a dispute by the other two bidders. There was some discussion on the matter. A motion was made by Jesus Lopez to reject the bids for the RFP Capital Needs Assessment and re-bid. The motion was seconded by Margie Pollard and approved unanimously by all present.

COMPANY TRUCK REPLACEMENT

Catherina presented the purchase order and quote information for the 2024 Ford-150 truck that was purchased through a NJ public purchasing website for $45,166.66 on October 10, 2024. There was some discussion on the matter. Catherina stated that she would inform the Board when the truck was delivered.

NEW BUSINESS

RESOLUTION JIF INSURANCE 2025APPOINTMENT OF FUND COMMISSIONER

Catherina presented the workers compensation resolution for JIF that states she would be the representative fund commissioner for the policy. A motion to approve Resolution 22-2024 for the JIF insurance policy to deem Catherina Rutland as the fund commissioner for 2025 was made by Jesus Lopez seconded by Laverne Hill. The motion was approved unanimously by all present.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 22-2024 for the bills listed below was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 17967 thru 17993. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the October 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.