Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting December 4, 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, Jesus Lopez, Ignacia Washington, Dorraine Robinson Hersell Smith, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Laverne Hill

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the November 6, 2024 meeting was made by Jesus Lopez and seconded by Ignacia Washington. 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 we were processing several eviction cases for nonpayment of rent. She stated that one case on November 15th, 2024 resulted in a default judgment and another tenant paid in full prior to court. She went over the schedule for the other cases.

Catherina stated that we have a new fire inspector this year and they have been working with her to correct any deficiencies. She stated that the stove in the kitchen at Penn Towers needed to be tied into the main fire alarm system. She noted that they received a quote of $ 4577.00. Catherina’s position was that since we do not use the stove, they would be removing it for cost and safety reasons. 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. Wednesday, December 18th, 2024 at door and window decorating contest at Penn Towers and Silver Run. We will walk through the hallways at noon for Penn Towers and 5 pm for Silver Run if anyone would like to join us.
4. Friday, December 13th, 2024 at noon - Our annual tenant event holiday dinner for Penn Towers tenants in the Penn Towers Community Room.
5. Saturday, December 14th, 2024 The Holy Temple Church will be coming at 1PM to provide a meal to our tenants.
6. Friday, December 20, 2024 Employee Appreciation Day at noon at Orient Chinese Restaurant, all board members are invited. Please let me know if you will be attending by the week prior, so we can call ahead for seating.
7. Friday, December 27th, 2024 - Our annual Winter Day Celebration for Silver Run families will be scheduled for Friday, December 29th, 2024.

STREAMLINE RAD APPLICATION UPDATE

1. RFP CAPITAL NEEDS ASSESSMENT FOR RAD SECTION 18 BLEND

DUE DECEMBER 17TH, 2024

1. BOARD COMPOSITION FOR PUBLIC HOUSING AND RAD

Catherina stated that the re-bid for RFP Capital Needs Assessment was scheduled for December 17, 2024. Catherina reported that the bid would be awarded at the January Board meeting.

Catherina discussed the Board composition make up for the two Boards moving forward with RAD in the future. There was some discussion on the matter. Catherina stated she would inquire with our attorney and RAD consultants on the matter.

COMPANY TRUCK REPLACEMENT

Catherina reported that the truck was not delivered to date and she would update the Board at the next meeting.

NEW BUSINESS

RESOLUTION: BOARD MEETING DATES FOR 2025

Catherina presented Resolution 23-2024 for the 2025 Board meeting dates as well as the Official Publications used this year. Jesus Lopez made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2025. Ignacia Washington seconded the motion and it was unanimously approved by all present.

SECTION 8 PAYMENT STANDARD RESOLUTION FOR 2025

Catherina presented Resolution 24-2025 with an attached spreadsheet to update our PGHA Payment Standards for the Section 8 Program beginning January 1, 2025. She stated that the U.S. Department of Housing and Urban Development requires Housing Authorities to adopt an annual payment standard schedule.

She explained that the Penns Grove Housing Authority as of January 1, 2025 would establish their payment standards at 110% FMR for families participating in the Housing Choice Voucher Program calculated by using 110% of HUD’s Small Area Fair Market Rents which was represented on the spreadsheet attached to the resolution. She explained this would allow families to have additional access to the rental housing stock.

A motion was made by Jesus Lopez to approve Resolution 24-2025 the PGHA Payment Standards for the Section 8 Program beginning January1, 2025 for the Penns Grove Housing Authority and seconded by Ignacia Washington. The motion was unanimously approved by all present.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 25-2024 for 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 18013 thru 18036. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the November 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.