

Penns Grove Housing Authority
40 South Broad Street
Penns Grove, NJ 08069

Minutes of the Meeting January 8, 2025

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, Laverne Hill, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent:

REORGANIZATION

James K. Grace, asked for nominations for the Housing Authority Chairperson. Jesus Lopez made a motion to nominate Karen Wright as Chairperson and Laverne Hill seconded the motion. Mr. Grace asked if there were any other nominations. Hearing no other nominations, a motion was made by Jesus Lopez to close nominations and elect Karen Wright as Chairperson. The motion was seconded by Ignacia Washington. All present unanimously approved the nomination.

Mr. Grace then turned the meeting over to the Chairperson, Karen Wright.

Karen Wright asked for nominations for the Housing Authority Vice Chairperson. Laverne Hill made a motion to nominate Ignacia Washington as Vice Chairperson and Margie Pollard seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Laverne Hill to close nominations and elect Ignacia Washington as Vice Chairperson. The motion was seconded by Margie Pollard. All present unanimously approved the nomination.

Karen Wright asked for nominations for the Housing Authority Financial Treasurer. Jesus Lopez made a motion to nominate himself as Treasurer and Ignacia Washington seconded the motion. She asked if there were any other nominations. Hearing no other nominations, a motion was made by Ignacia Washington to close nominations and elect Jesus Lopez as Financial Treasurer. The motion was seconded by Margie Pollard. All present unanimously approved the nomination.

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the December 4, 2024 meeting was made by Margie Pollard and seconded by Jesus Lopez. 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 four vacant units at Silver Run Park.

Catherina reported that we were processing one eviction case for non-payment of rent scheduled for January 10, 2025.

Catherina informed the Board that the construction code officer in Penns Grove stated we did not need a permit to remove the stove in the Penn Towers Community Room. She stated that they are working on selling the stove at this time.

Catherina reminded the Board that our next work session was scheduled for Wednesday, March 19, 2025 at 5PM.

Catherina reminded the Board about the following events planned:

1. Friday, January 24, 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.
2. Tuesday, March 11, 2025 Atlantic City Bus Trip
3. Young Men on the Move Program will be back in the Spring.

STREAMLINE RAD APPLICATION UPDATE

1. RESOLUTION: RFP RESULTS CAPITAL NEEDS ASSESSMENT FOR RAD SECTION 18 BLEND

Catherina presented the letter that served as our notice that HUD has approved a (CHAP) Commitment to Enter into a Housing Assistance Payments agreement. She explained this is the first step in the RAD Section 18 Blend process. Catherina stated she is working with the RAD consultants to obtain all of the required documents as well as schedule the tenant meetings that are required by HUD.

In addition, Catherina stated that they advertised and received bids for Capital Needs Assessment for our RAD Section 18 Blend Application. She went over the bids received and recommended the only qualified bidder which was AEI Consultants. A motion to approve Resolution 1-2025 approving AEI Consultants was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

COMPANY TRUCK REPLACEMENT

Catherina was pleased to announce that we received the new truck and it is registered and insured. We will be placing the ad in the newspaper to sell the old truck. There was some discussion on the matter.

NEW BUSINESS

BOARD RESOLUTION BANKING 2025

Catherina presented Resolution 2-2025 designating the Official Depositories for 2025. Jesus Lopez made a motion approving the Resolution designating the Official Depositories of all Public Funds and other funds of the Penns Grove Housing Authority for the year 2025. Laverne Hill seconded the motion and it was unanimously approved by all present.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 3-2025 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 18083 thru 18109. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the December Board meeting.

MISCELLANEOUS

Catherina announced that the Borough sent her an email earlier in the day appointing Norman Scott to the Penns Grove Housing Authority Board in place of Hersell Smith. There was some discussion on the matter. After the discussion, it was decided that we would conduct the February meeting in person in addition to video conferencing.

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.



PENNS GROVE HOUSING AUTHORITY

RESOLUTION 1-2025

APPROVING RFPs FOR CAPITAL NEEDS ASSESSMENT

WHEREAS, the Penns Grove Housing Authority has advertised and prepared RFP's for Capital Needs Assessment required with the RAD Section 18 blend conversion.

WHEREAS, the Housing Authority has obtained and carefully reviewed all bid documents.

THEREFORE, BE IT RESOLVED that the Penns Grove Housing Authority is approving the following bid for a Capital Needs Assessment which was the lowest qualified bidder as follows:

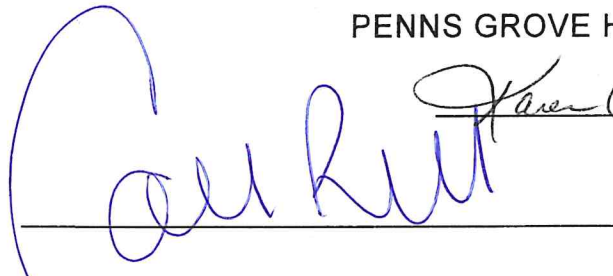
1. Capital Needs Assessment awarded to AEI Consultants.

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of today January 8, 2025.

PENNS GROVE HOUSING AUTHORITY


CHAIRPERSON

Attest:


Resolution No. 1-2025
Adopted: January 8, 2025

**CAPITAL NEEDS ASSESSMENT REQUIRED FOR RAD APPLICATION
BID RESULTS**

<u>NAME/ADDRESS</u>	<u>BID AMOUNT</u>
1. BBG Real Estate Services, Inc 42 Watson Street Suite C Detroit, MI 48201	\$16,400
2. AEI Consultants – Corporate Headquarters 11 Commerce Drive Suite 300 Cranford, NJ 07016	\$19,900

Our RAD consultants reviewed both proposals received and offered the following:

AEI-

1. AEI has performed the subject services for a number of Housing Authorities both in and out of NJ.
2. AEI provided a NJ Business Registration Certificate.

BBG-

1. BBG has performed a number of related services throughout the country. Their NJ client base as listed does not include any NJ Housing Authorities.
2. BBG did not provide a NJ Business Registration Certificate.

RAD Consultants: Although AEI's fee is higher it appears they are best suited to represent the Authority.

ED's Recommendation: AEI



**RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES OF ALL
PUBLIC FUNDS AND OTHER FUNDS OF THE PENNS GROVE HOUSING
AUTHORITY FOR THE YEAR 2025**

WHEREAS, the Penns Grove Housing Authority is required by law to designate depositories for its funds and to set forth the manner of withdrawal from said accounts.

WHEREAS, it is the desire of the PENNS GROVE HOUSING AUTHORITY, Salem County, New Jersey that TD BANK, OCEAN FIRST BANK, and PENNSVILLE NATIONAL BANK are hereby designated as the Official Depositories for the year 2025 wherein all Public Funds and other funds of the AUTHORITY and all other funds in its custody shall be kept.

NOW, THEREFORE, BE IT RESOLVED that the following named officers and officials of the AUTHORITY be and are hereby authorized to sign all checks, drafts, or other documents of withdrawal on which funds are to be drawn from said accounts as follows:

Chairperson, Vice Chairperson, Financial Treasurer and the Secretary

BE IT FURTHER RESOLVED that for the purpose of making "Investments" of all AUTHORITY public funds, the following banking institutions shall be designated as official depositories for the year 2025 to wit: TD BANK, OCEAN FIRST BANK and PENNSVILLE NATIONAL BANK.

BE IT FURTHER RESOLVED that the following accounts shall be placed in the aforesaid official depository to wit;

TD BANK

Housing Authority General Fund
Housing Authority Payroll Account
Section 8 Account
Modernization Account


OCEAN FIRST BANK

Security Deposit Accounts

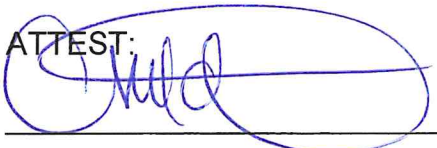
PENNSVILLE NATIONAL BANK

Housing Authority Rental Fund

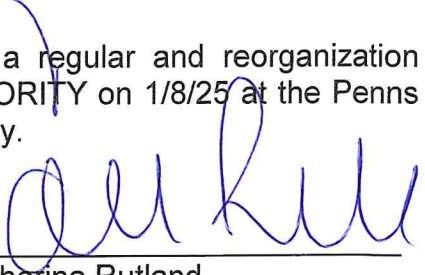
PENNS GROVE HOUSING AUTHORITY


Chairperson

ATTEST:



The foregoing Resolution was duly adopted at a regular and reorganization meeting of the PENNS GROVE HOUSING AUTHORITY on 1/8/25 at the Penns Grove Housing Authority, Penns Grove, New Jersey.


Catherina Rutland
Executive Director

Resolution No. 2-2025
Adopted: January 8, 2025

Penns Grove Housing Authority



40 SOUTH BROAD ST. PENNS GROVE, N.J. 08069

(856) 299-0101 FAX (856) 299-6736

Resolution Approving the Payment of Bills for the Penns Grove Housing Authority

DATE: January 8, 2025

WHEREAS, the Penns Grove Housing Authority has incurred bills for the months of December 2024 and January 2025; and

WHEREAS, the Board of Commissioners have reviewed the attached list of charges for services rendered; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Penns Grove Housing Authority that the attached list of bills incurred are authorized and approved for payment.

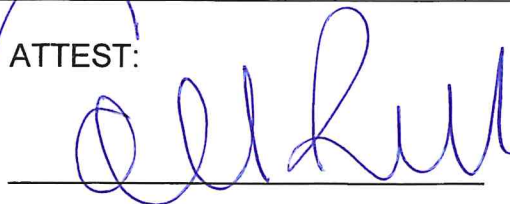
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PENNS GROVE HOUSING AUTHORITY AT A MEETING HELD ON JANUARY 8, 2025.

PENNS GROVE HOUSING AUTHORITY


Chairperson

	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
K. Wright			✓			
H. Smith						
I. Washington		2nd	✓			
L. Hill			✓			
J. Lopez	1st		✓			
M. Pollard			✓			
D. Robinson			✓			

ATTEST:



Resolution No. R 3-2025
Adopted January 8, 2025