

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

Minutes of the Meeting February 5, 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, Norman Scott, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent:

NEW BOARD MEMBER, NORMAN SCOTT, TAKES OATH

James K. Grace swore in Norman Scott as a new Commissioner of the Penns Grove Housing Authority appointed by Borough Council. All present welcomed Mr. Scott to our organization. Karen Wright and all present also honored Hersell Smith for over 25 years of service on our Board.

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the January 8, 2025 meeting was made by Ignacia Washington 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 four vacant units at Penn Towers and one vacant unit at Silver Run Park.

Catherina reported that we were processing three eviction cases for non-payment of rent at this time.

Catherina informed the Board that the ad for the old truck and stove at Penn Towers has been placed in the newspaper. She stated that they have asked for all offers to be submitted by February 20, 2025.

Catherina was pleased to report that we received notification that we were approved for the purchase/travel card through the State of New Jersey for public agencies that was approved over a year ago.

Catherina stated that enclosed in their packets was information on the NJ/NAHRO Annual Meeting and Trade Show from April 27th to April 30th, 2025 in Atlantic City. Catherina and Karen Wright expressed interest in attending the conference. A motion to approve Catherina Rutland and Karen Wright to attend the NJ/NAHRO Annual Meeting was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

Catherina stated that they would have a presentation on Enerconnex which is a company offering electric savings at our March 5, 2025 Board meeting.

Catherina presented a letter informing our residents of the NAHRO poster contest “What Home Means to Me” for children grades K-12. All posters are due by March 3, 2025.

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

CAPITAL NEEDS ASSESSMENT FOR RAD SECTION 18 BLEND RAD SECTION 18 BLEND APPLICATION

Catherina stated that they held two resident information tenant meetings on January 15, 2025. She also updated the Board on the progress of the Capital Needs Assessment. There was some discussion on the RAD application.

NEW BUSINESS

AUDIT REPORT FYE 6/30/24

1. AUDIT REVIEW CERTIFICATE AND RESOLUTION

Catherina stated that she sent each Board member a copy of the audit report this week for their review. Catherina stated there were no findings for the audit report for FYE 6/30/24. There was some discussion about the audit report. A motion to approve the Audit Review Certificate Resolution 4-2025 was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present. Jesus Lopez then made a motion to accept the audit as presented and pass Resolution 5-2025. Laverne Hill seconded the motion. The motion was unanimously approved by all present.

ANNUAL PLAN 2025-2026

Catherina presented the Annual Plan for 2025-2026 year. There was some discussion on the matter. Catherina stated that after the public meeting the plan would be presented at the March 2025 Board Meeting for approval.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 6-2025 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 18140 thru 18158. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the January Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present.

Penns Grove Housing Authority



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

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

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the Board of the Penns Grove Housing Authority, being of full age and being duly sworn according to law, upon our oath

1. We are duly appointed members of the Penns Grove Housing Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ending 6/30/24 and specifically, the sections of the audit report entitled "General Comments and Recommendations".

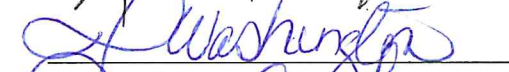
NAME

SIGNATURE

Karen Wright



Ignacia Washington



Jesus Lopez



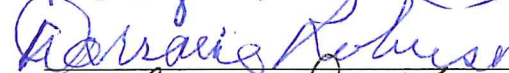
Laverne Hill



Margie Pollard



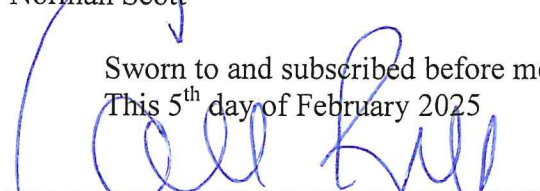
Dorraine Robinson



Norman Scott



Sworn to and subscribed before me
This 5th day of February 2025


Attest Secretary, Catherina Rutland
Resolution 4-2025

Penns Grove Housing Authority



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

RESOLUTION

WHEREAS, N.J.S.A. 40A: 5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended 6/30/24 has been completed and filed with the NJ Local Finance Board pursuant to N.J.S.A.

WHEREAS, N.J.S.A. 40A: 5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations", in accordance with N.J.S.A. 40A: 5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the Penns Grove Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for fiscal year ending 6/30/24, and specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to properly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.


AYES

NAYS

ABSTAIN

Karen Wright
Ignacia Washington
Jesus Lopez
Laverne Hill
Margie Pollard
Dorraine Robinson
Norman Scott

✓
✓
✓
✓
✓
✓
✓


Karen Wright, Chairperson


Catherina Rutland, Executive Director

Resolution 5-2025 Adopted on February 5, 2025

Penns Grove Housing Authority



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

DATE: February 5, 2025

WHEREAS, the Penns Grove Housing Authority has incurred bills for the months of January 2025 and February 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.

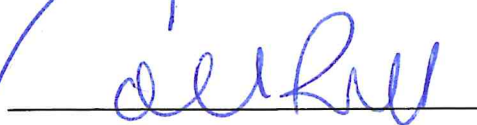
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PENNS GROVE HOUSING AUTHORITY AT A MEETING HELD ON FEBRUARY 5, 2025.

PENNS GROVE HOUSING AUTHORITY


Karen C. Wright, Chairperson

	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
K. Wright			✓			
I. Washington		✗	✓			
J. Lopez	✗		✓			
L. Hill			✓			
M. Pollard			✓			
D. Robinson			✓			
N. Scott			✓			

ATTEST:



Resolution No. R 6-2025
Adopted February 5, 2025