Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting April 2, 2025

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

ROLL CALL

Present: Karen Wright, Jesus Lopez, Ignacia Washington, Laverne Hill, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent: Margie Pollard, Ignacia Washington, and Norman Scott

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the March 5, 2025 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. Catherina was pleased to report that we have no vacant units at Silver Run or Penn Towers and are at a 100% occupancy rate.

Catherina reported that we were processing three eviction cases for non-payment of rent 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. Tuesday, May 6, 2025 Atlantic City Bus Trip
2. Silver Run Kids Spring Fun Day Tuesday, April 22, 2025 at noon

Catherina reported that they are advertising for the following RFPs: Legal Services, Auditing services, Fee Accounting, and Exterminating which are due April 29th, 2025.

Catherina informed the Board that we are contracting with Whitman Company to complete our Community Right to Know reporting requirements, which would identify all the chemicals we have on our properties.

RAD SECTION 18 BLEND APPLICATION

Catherina stated that she had not received any updates from RAD or the CNA report that was performed on February 26, 2025. There was some discussion on the matter.

NEW BUSINESS

EXECUTIVE SESSION

Laverne Hill made a motion to approve Resolution 9-2025 authorizing an Executive Session to discuss personnel matters. Jesus Lopez seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by Laverne Hill and seconded by Jesus Lopez to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Laverne Hill and seconded by Jesus Lopez to go back into regular session. The motion was unanimously approved by all present.

ANNUAL SALARY INCREASES RESOLUTION

Catherina presented the Board with the budget page reflecting salary increases. The Board stated that they wanted to revise the salary schedule to approve a 5% raise for all salaried employees including the Executive Director. Catherina thanked the Board for her raise as well as on behalf of the staff. A motion to approve Resolution 10-2025 for annual salary increases of 5% for all PGHA employees for the period of July 1, 2025 through June 30, 2026 was made by Laverne Hill and seconded by Jesus Lopez. The motion was unanimously approved by all present.

APPROVAL FOR SUBMISSION OF STATE BUDGET FYE 6/30/26

Catherina presented the Penns Grove Housing Authority’s State Budget for the FYE 6/30/26. After some discussion, Jesus Lopez made a motion to approve the State Budget FYE 6/30/26. Dorraine Robinson seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

FEDERAL BUDGET RESOLUTION FYE 6/30/26

Catherina presented the Penns Grove Housing Authority’s Operating Budget for the FYE 6/30/26 and Resolution 11-2025. After some discussion, a motion was made by Jesus Lopez to approve the Federal Budget with Resolution 11-2025 and seconded by Laverne Hill. The motion was unanimously approved by all present.

AMEND BY LAWS RESOLUTION

Catherina presented Resolution 12-25 to amend the PGHA by-laws. There was some discussion on the changes made to the by-laws. After the discussion, Jesus Lopez made a motion approving Resolution 12-25 amending the by-laws. Laverne Hill seconded the motion and it was unanimously approved by all present.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 12-2025 for the bills listed below was made by Jesus Lopez and seconded by Dorraine Robinson. The motion was unanimously approved by all present. General Fund checks 18251 thru 18266. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the March 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.