

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

Minutes of the Meeting July 2, 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, Laverne Hill, Dorraine Robinson, Jesus Lopez, Carolina Valdez, James K. Grace, and Catherina Rutland

Absent: Margie Pollard, Ignacia Washington and Norman Scott

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the June 4, 2025 meeting was made by Jesus Lopez and seconded by Dorraine Robinson. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. Catherina reported one vacant unit at Silver Run and no vacant units at Penn Towers.

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

Catherina reminded the Board about the following events planned:

1. Monday, July 14, 2025 Atlantic City Bus Trip
2. Silver Run Girls Empowerment Day Friday, July 11, 2025 at noon
3. Basketball Camp August 11th through August 14th

Catherina stated that they placed an ad for the vacant Maintenance Tech and resumes were due on June 30, 2025. Catherina stated that they did hire a Maintenance Tech who would be on a probation period. She stated we also have two temporary workers working with the Maintenance Supervisor.

Catherina reported that Sunbelt Industries performed NSPIRE physical inspections on all Penn Towers units and Section 8 units. She informed the Board that the Silver Run units would be on July 2nd, 3rd, and 8th. She explained that they would be outsourcing landscaping and painting for at least the summer to catch up on all work orders written from inspections.

Catherina stated that enclosed in their packets was information on NSPIRE training on-line sessions. She stated that she would like to enroll Carolina Valdez and Gail Walker to take the NSPIRE training. A motion was made by Jesus Lopez to approve Carolina Valdez and Gail Walker to attend the NSPIRE training. The motion was seconded by Laverne Hill and approved unanimously by all present.

Catherina reminded the Board that she would be on vacation from July 18, 2025 and returning on July 28, 2025. She stated if anyone needs assistance to please contact Carolina Valdez during her vacation time.

Catherina informed the Board that enclosed in their packets was information on the NJAHRA Annual Conference in AC that will take place from September 23rd-25th, 2025. She stated to please let her know as soon as possible if you are interested in attending the event. Catherina Rutland and Carolina Valdez expressed interest in attending the NJAHRA Annual Conference. A motion was made by Karen Wright to approve Catherina Rutland and Carolina Valdez to attend the NJAHRA Annual Conference. The motion was seconded by Jesus Lopez and approved unanimously by all present.

Karen Wright and Jesus Lopez expressed interest in attending the NJAHRA Annual Conference. A motion was made by Laverne Hill to approve Karen Wright and Jesus Lopez to attend the NJAHRA Annual Conference. The motion was seconded by Dorraine Robinson and approved unanimously by all present.

Catherina was pleased to report that Carolina Valdez has completed and passed all ten of her Executive Director classes. She stated that they would provide a copy of the certificate of completion once we receive it.

#### RAD SECTION 18 BLEND APPLICATION

Catherina reported that they are continuing to work on the RAD application. She stated that RFP for financing is due July 30, 2025. She stated that they met with the A & E firm to begin the critical work items from the CNA. She informed the Board that they have started the independent rent reasonableness study with Nelrod. There was some discussion on the matter.

#### STATE BUDGET ADOPTION

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. Laverne Hill seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

#### NEW BUSINESS

#### RFP FOR FINANCING RAD CONVERSION DUE 7/30/2025

Catherina presented the RFP for financing due on July 30, 2025. She explained that they are requesting financing for up to \$3 million for the capital needs required for the RAD process. There was some discussion on the matter.

#### RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 22-2025 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 18394 thru 18406. Also Supplemental Bill Lists were approved for General Fund,

Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the June 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



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: July 2, 2025

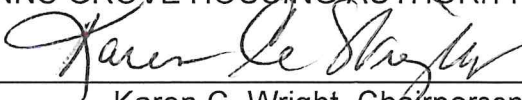
WHEREAS, the Penns Grove Housing Authority has incurred bills for the months of June 2025 and July 2025; and

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.

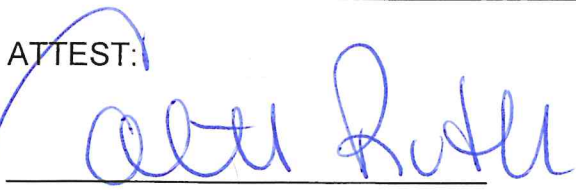
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PENNS GROVE HOUSING AUTHORITY AT A MEETING HELD ON JULY 2, 2025.

PENNS GROVE HOUSING AUTHORITY

  
Karen C. Wright, Chairperson

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

ATTEST:

  
Resolution No. R 22-2025  
Adopted July 2, 2025.