

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

Minutes of the Meeting June 4, 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, Ignacia Washington, Margie Pollard, Norman Scott, Laverne Hill, James K. Grace, and Catherina Rutland

Absent: Dorraine Robinson, Jesus Lopez and Carolina Valdez

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the May 7, 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. Catherina reported one vacant unit at Silver Run and one vacant unit at Penn Towers.

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

Catherina was pleased to report that we received the basketball grant from the Salem Health and Wellness Foundation for our non-profit organization. She stated that the camp will run from August 11th to August 14th, 2025.

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. Sock hop (Penn Towers Tenants Association Event) Friday, June 20, 2025 at 3PM

Catherina informed the Board that enclosed is their packet was information on the 2025 Leo P. Dauwer Memorial Commissioners Conference in MA, which would be held in September 2025 hosted by the HDLI organization. She stated to please let her know as soon as possible if you are interested in attending the event. Karen Wright expressed interest in attending the Leo P. Dauwer Memorial Commissioners Conference. A motion was made by Ignacia Washington to approve Karen Wright to attend the Leo P. Dauwer Memorial Commissioners Conference. The motion was seconded by Margie Pollard and approved unanimously by all present.

Catherina stated that she would like to use the Sunbelt Industries firm that we have used in the past to inspect all of our public housing units with the new NSPIRE guidelines. She stated the cost is \$75.00 per unit for the inspection price. A motion was made Margie Pollard to approve Sunbelt Industries to inspect all of our public housing units and it was seconded by Ignacia Washington. The motion was unanimously approved by all present.

#### RAD SECTION 18 BLEND APPLICATION

Catherina reported that they are continuing to work on the RAD application as follows: RFP for financing, an independent rent reasonableness study, and critical work items from the capital needs assessment. She stated that we passed the radon testing and have the RFP for A & E on this agenda. There was some discussion on the matter.

#### STATE BUDGET

Catherina presented the Penns Grove Housing Authority's State Budget for the FYE 6/30/25. After some discussion, Ignacia Washington made a motion to approve the State Budget FYE 6/30/25. Margie Pollard seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

#### NEW BUSINESS

#### RESOLUTION: UTILITIES ALLOWANCE SECTION 8 PROGRAM FYE 6/30/26

Catherina presented Resolution 17-2025 with attached HUD forms 52667 to update our PGHA Utility Allowances for the Section 8 Program beginning July 1, 2025. She stated that the U.S. Department of Housing and Urban Development requires Housing Authorities to adopt an annual utility allowance schedule. There was some discussion on the matter.

A motion was made by Ignacia Washington to approve Resolution 17-2025 updating utility allowances to begin July 1, 2025 for the Penns Grove Housing Authority and seconded by Margie Pollard. The motion was unanimously approved by all present.

#### RESOLUTION: SIGNIFICANT AMENDMENT TO ANNUAL PLAN/FIVE-YEAR AND CFP PLAN

Catherina presented the significant amendment to the annual plan/five-year and CFP with Resolution 18-2025. There was some discussion on the matter.

A motion was made by Ignacia Washington to approve the significant amendment with Resolution 18-2025 and seconded by Margie Pollard. The motion was unanimously approved by all present.

#### RESOLUTION: CAPITAL FUND RESOLUTION 2025

Catherina presented Resolution 19-2025 approving the 2025 Capital Funds 5 Year Action Plan and Annual Statement with attached HUD forms 52840A and 50075.1. She stated that the Capital Funds in the amount of \$ 452,737.00 would be placed in operations.

A motion was made by Margie Pollard to approve Resolution 19-2025 approving the 2025 Capital Funds 5 Year Action Plan and Annual Statement and seconded by Ignacia Washington. The motion was unanimously approved by all present.

## RESOLUTION: RFP'S A & E SERVICES

Catherina stated that they advertised and received bids for A & E services. She presented Resolution 20-2025 reflecting the lowest qualified bidder. A motion to approve Resolution 20-2025 outlining the bid awarded for A & E was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present.

## RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 21-2025 for the bills listed below was made by Laverne Hill and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 18350 thru 18369. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the May Board meeting.

## PUBLIC PORTION

There was no public present.

## ADJOURNMENT

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



## RESOLUTION: Utility Allowance Schedule FYE 6/30/26

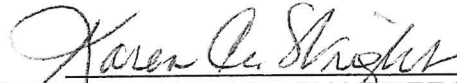
WHEREAS, the purpose of this Resolution is to approve the Housing Choice Voucher Program Utility Allowance Schedule for the Penns Grove Housing Authority (PGHA) beginning July 1, 2025. The U.S. Department of Housing and Urban Development (HUD) requires Housing Authorities to adopt an annual utility allowance schedule.

BE IT RESOLVED, the Penns Grove Housing Authority has analyzed the utility schedules of other housing authorities in the area to compile utility schedules for the PGHA.

NOW THEREFORE, that the Board of Commissioners hereby adopts the attached utility schedule for fiscal year 7/1/25 to 6/30/26.

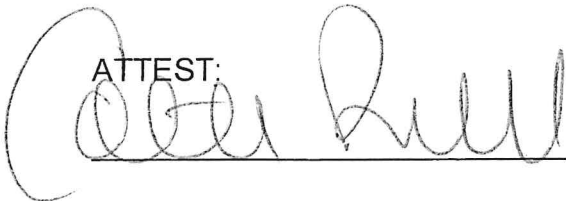
BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on June 4, 2025.

PENNS GROVE HOUSING AUTHORITY



KAREN C. WRIGHT, CHAIRPERSON

ATTEST:



Resolution Number: 17-2025

Adopted: June 4, 2025



## PENNS GROVE HOUSING AUTHORITY

### RESOLUTION: SIGNIFICANT AMENDMENT TO ANNUAL PLAN/FIVE-YEAR AND CFP PLAN

WHEREAS, The Penns Grove Housing Authority to comply with HUD regulations, shall outline what constitutes a significant amendment change to the Annual/Five-Year Plan and CFP Plan.

THEREFORE BE IT RESOLVED, The Penns Grove Housing Authority Board of Commissioners has approved the following definition of Significant Amendment or Modification to the Annual and CFP 5-Year Plan as follows: a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

1. Changes to rent or admission policies or organization of the waiting list,
2. Additions of non-emergency work items over \$50,000 (items not included in the current Annual Statement or 5-year Action Plan.)
3. Demolition, disposition, homeownership, Capital Fund financing, development, and mixed-finance proposals.

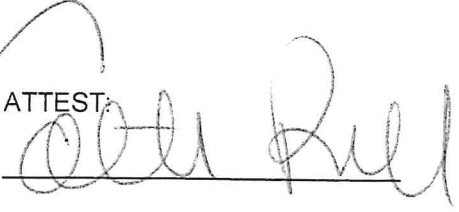
All items listed above are considered significant amendments to the CFP 5-Year Action Plan as well as the Annual and Five-Year Plan.

BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on June 4, 2025.

PENNS GROVE HOUSING AUTHORITY

  
KAREN C. WRIGHT, CHAIRPERSON

ATTEST

  
Resolution Number: 18-2025  
Adopted: June 4, 2025



## PENNS GROVE HOUSING AUTHORITY

### RESOLUTION 19-25

#### APPROVING THE 2025 CAPITAL FUND 5 YEAR ACTION PLAN AND 2025 ANNUAL STATEMENT

WHEREAS, the Department of Housing and Urban Development announced its 2025 Capital Fund Grant formula amounts;

WHEREAS, the Penns Grove Housing Authority has prepared a 5-year Capital Fund Action Plan and 2025 Annual Capital Fund Statement in the amount of \$452,737.00 for Fiscal Year 2025 through 2029 with Capital Fund Annual Statement referred to as Capital Fund Grant Number NJ39P07450125;

WHEREAS, the Housing Authority must approve the 5 year Capital Fund Action Plan and the 2025 Annual Capital Fund Statement for the use of these funds per the regulations of the Department of Housing and Urban Development; and work items must be in the HUD approved 5-Year CFP Action Plan;

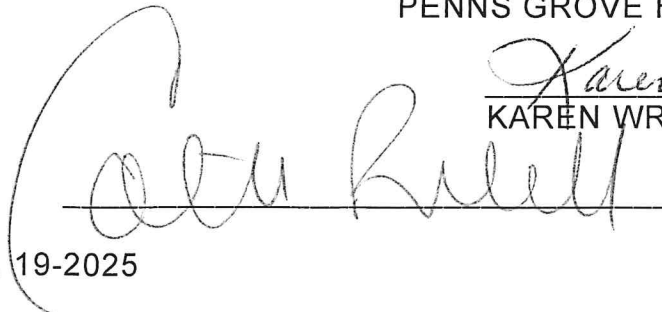
THEREFORE, BE IT RESOLVED, that the Penns Grove Housing Authority Board of Commissioners has approved the Capital Fund 5 Year Action Plan (2025-2029) and 2025 Annual Statement, Form HUD 50075.1, for the 2025 Capital Fund Program, and that all work items are included in the HUD approved 5-Year CFP Action Plan.

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of today June 4, 2025.

PENNS GROVE HOUSING AUTHORITY

  
KAREN WRIGHT, CHAIRPERSON

Attest:



Resolution No. 19-2025

Adopted: June 4, 2025



## RESOLUTION: APPROVING RFPS FOR A & E 2025-2027

WHEREAS, the Penns Grove Housing Authority has advertised and prepared RFP's for A & E services that are necessary for the operation of the PGHA.

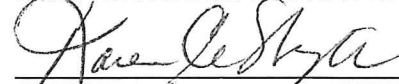
WHEREAS, the Housing Authority has obtained and carefully reviewed the bid documents.

THEREFORE, BE IT RESOLVED, the Penns Grove Housing Authority is approving the following bid, which is the lowest qualified bidder as follows:

1. Architectural and Engineering bid for 2025-2026 awarded to Lammy & Giorgio.

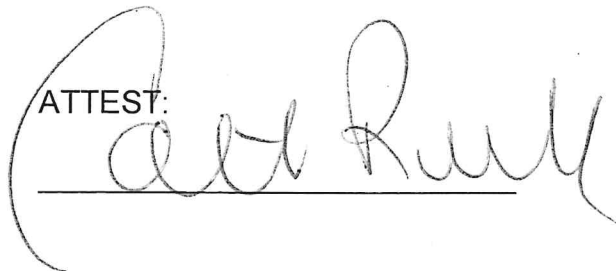
BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on June 4, 2025.

PENNS GROVE HOUSING AUTHORITY



KAREN C. WRIGHT, CHAIRPERSON

ATTEST:



Resolution Number: 20-2025

Adopted: June 4, 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: June 4, 2025

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

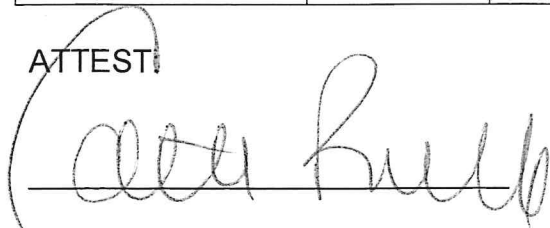
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PENNS GROVE HOUSING AUTHORITY AT A MEETING HELD ON June 4, 2025.

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 21-2025  
Adopted June 4, 2025