

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

Minutes of the Meeting May 7, 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, Jesus Lopez, Ignacia Washington, Margie Pollard, Dorraine Robinson, Norman Scott, Laverne Hill, James K. Grace, Carolina Valdez, and Catherina Rutland

Absent:

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the April 2, 2025 meeting was made by Jesus Lopez and seconded by Ignacia Washington. The motion was unanimously approved by all present.

A motion to approve the executive session minutes of the April 2, 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 four 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. Penn Towers Healthy Living Fair Friday, May 9th, 2025
3. Silver Run Girls Empowerment Day Friday, May 16th, 2025

Catherina stated she would be conducting annual employee performance reviews on Thursday, May 15, 2025.

Catherina reported that Sunbelt company would be conducting annual HQS inspections on May 12th to the 14th on our Section 8 properties.

Catherina informed the Board that enclosed is their packet was information on the NAHRO Summer Symposium 2025 from July 17th -18th, 2025 in NYC, NY. 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 NAHRO Summer Symposium 2025. A motion was made by Jesus Lopez to approve Karen Wright to attend the NAHRO Summer Symposium 2025. The motion was seconded by Margie Pollard and approved unanimously by all present.

Karen Wright stated that she received information on the 2025 SERC/MARC NAHRO Annual Conference from June 22, 2025 to June 24, 2025 in Atlanta, GA that she would like to attend. A motion was made by Jesus Lopez to approve Karen Wright to attend the 2025 SERC/MARC NAHRO. The motion was seconded by Ignacia Washington and approved unanimously by all present.

RAD SECTION 18 BLEND APPLICATION

1. CAPITAL NEEDS ASSESSMENT REPORT
2. WORK ITEMS PER HUD AND RAD CONSULTANTS FROM CONFERENCE CALL ON MAY 1ST:
 - a. RADON TESTING
 - b. RFP A & E SERVICES
 - c. RFP TO SECURE LOAN FINANCING FOR CRITICAL REPAIRS LISTED ON CNA
 - d. INDEPENDENT RENT REASONABLENESS STUDY NEEDED FOR RAD CONVERSION

Catherina reported that she met with HUD, the RAD consultants, and Carolina on May 1, 2025. Catherina also presented the draft Capital Needs Assessment report and reviewed critical and non-critical repair spreadsheets. She stated that during the meeting with HUD, she was informed that radon testing and an independent rent reasonableness study would need to be performed for the RAD Section 18 blend application. She discussed the need to hire an A& E firm for the repairs as well as secure loan financing. There was some discussion on the matter. Catherina stated she would begin to work on the RFP for A & E, RFP for financing, as well as securing the radon testing and independent rent reasonableness study.

NEW BUSINESS

BUDGETS 2025-2026

APPROVAL FOR ADOPTION 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, Ignacia Washington made a motion to approve the State Budget FYE 6/30/26. Jesus Lopez seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

RESOLUTION: TRAVEL AND TRAINING POLICY

Catherina presented Resolution 14-25 to approve and adopt the revised PGHA Travel and Training policy. There was some discussion on the changes made to the policy. After the discussion, Jesus Lopez made a motion approving Resolution 14-25 adopting the revised PGHA Travel and Training policy. Norman Scott seconded the motion and it was unanimously approved by all present.

RESOLUTION: RFP'S: EXTERMINATOR, AUDITOR, FEE ACCOUNTING, LEGAL SERVICES

Catherina stated that they advertised and received bids for exterminator, auditor, fee accounting, and legal services. She went over the bids received and recommended the lowest qualified bidders in Resolution 15-2025. A motion to approve Resolution 15-2025 outlining bids awarded with dates was made by Jesus Lopez and seconded by Ignacia Washington. The motion was unanimously approved by all present.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 16-2025 for the bills listed below was made by Norman Scott and seconded by Dorraine Robinson. The motion was unanimously approved by all present. General Fund checks 18301 thru 18319. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the April Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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



RESOLUTION: APPROVING AND ADOPTING REVISED TRAVEL AND TRAINING POLICY

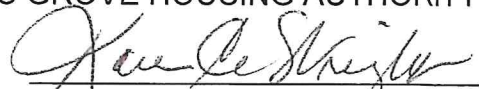
WHEREAS, there was a need to update and amend the Penns Grove Housing Authority Travel and Training Policy for the purpose of Authority business.

Whereas, PGHA desires to ensure that employees and commissioners are equitably reimbursed for expenses while traveling on Authority's business; and

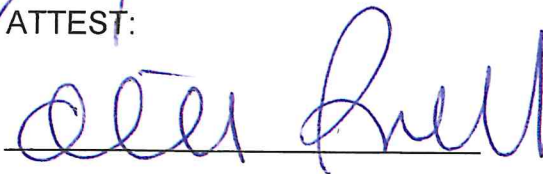
NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Penns Grove Housing Authority that the Travel and Training Policy attached hereto and made a part here of dated May 7, 2025 supersedes any previous by-laws and be used from this date forward.

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of today May 7, 2025.

PENNS GROVE HOUSING AUTHORITY


Karen C. Wright, CHAIRPERSON

ATTEST:



Resolution No. R – 14-2025
Adopted: May 7, 2025



RESOLUTION: APPROVING RFPs FOR FEE ACCOUNTANT 2025-2026, AUDITOR 6/30/25, LEGAL SERVICES SOLICITOR 2025-2026, EXTERMINATOR SERVICES 2025-2027

WHEREAS, the Penns Grove Housing Authority has advertised and prepared RFP's for various 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 bids, which are the lowest qualified bidders as follows:

1. Fee Accountant 2025-2026 awarded to Giampaolo & Associates
2. Auditor FYE 6/30/25 awarded to Francis J. McConnell, CPA
3. Legal Services awarded to Malamut & Associates
4. Exterminating Services 2025-2027 awarded to Tri-County Termite and Pest Control

BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on May 7, 2025.

PENNS GROVE HOUSING AUTHORITY


KAREN C. WRIGHT, CHAIRPERSON

ATTEST:



Resolution Number: 15-2025

Adopted: May 7, 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: May 7, 2025


WHEREAS, the Penns Grove Housing Authority has incurred bills for the months of April 2025 and May 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 MAY 7, 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		2nd	✓			
N. Scott	1st		✓			

ATTEST:



Resolution No. R 16-2025
Adopted May 7, 2025