

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

Minutes of the Meeting August 6, 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, James K. Grace, Margie Pollard, Ignacia Washington, Norman Scott and Catherina Rutland

Absent: all present

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the July 2, 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 either Silver Run or Penn Towers and are at 100 percent occupancy.

Catherina reported that we were processing five eviction cases for non-payment of rent at this time and the court date is set for August 5, 2025.

Catherina reminded the Board about the following events planned:

1. Monday, September 8, 2025 Atlantic City Bus Trip
2. Basketball Camp August 11th through August 14th at SCC
3. Young Men on the Move event Friday, August 22, 2025 at Noon to 3PM
4. Silver Run end-of-year BBQ Friday, August 29, 2025 at 11AM to 2PM

Catherina stated that our next scheduled Board work session is scheduled for Wednesday, September 17, 2025 at 5PM. After some discussion, the date of the next work session was changed to Wednesday, October 8th, 2025 at 5PM.

RAD SECTION 18 BLEND APPLICATION

Catherina reported that work is continuing on the RAD application. She stated that she met with the consultants regarding the RFPs for the project, which will be discussed under New Business.

NEW BUSINESS

RESOLUTION: RESULTS FOR RFP FOR FINANCING

Catherina reported that she received one proposal for financing RAD. She explained that, following a conversation with our consultants prior to the Board meeting, the consultants recommended tabling the proposal at this time. They advised that an RFP be issued and approved for both a Legal Bond Tax Attorney and a Financial Advisor, who would then present the financing package to the NJ Local Finance Board before any proposal approval. A discussion followed on the matter. After the discussion, a motion was made by Jesus Lopez to table the RFP for financing, and it was seconded by Margie Pollard. The motion was unanimously approved by all present.

RESOLUTION: WRITE-OFFS 6/30/25

Catherina presented Resolution 23-2025 which listed former tenants who had vacated their units owing money to the Housing Authority. Catherina explained that the tenants listed in the resolution had moved out of their units owing rent. For this reason, the rent owed was considered uncollectible after collection attempts were made. She stated we must remove the tenant balances from the ledger books as of 6/30/25. She requested approval of the resolution to write-off those balances owed by these tenants. After some discussion, a motion was made by Laverne Hill to approve Resolution 23-2025 authorizing the write-offs and seconded by Jesus Lopez. The motion was unanimously approved by all present.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 24-2025 for the bills listed below was made by Ignacia Washington and seconded by Jesus Lopez. The motion was unanimously approved by all present. General Fund checks 18456 thru 18473. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the July Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by Jesus Lopez and seconded by Norman Scott. 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

WRITE OFF FYE 6/30/25 RESOLUTION OF THE PENNS GROVE HOUSING AUTHORITY

THE FOLLOWING RESOLUTION WAS PRESENTED BY THE EXECUTIVE DIRECTOR AT A MEETING HELD ON AUGUST 6, 2025.

WHEREAS, a Board Resolution is required approving the write-off of any ledger account for the fiscal year ended 6/30/25; and

WHEREAS, the following listed former tenants, having vacated or been evicted from their unit within the Housing Authority of the City of Penns Grove owing the listed balance on the books;

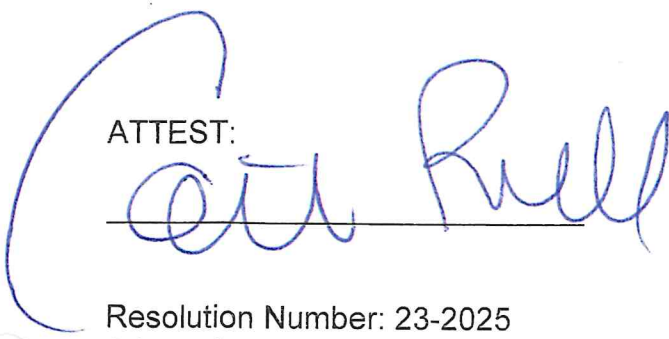
1. Jedimar Mussa-Rivera – 103SR	\$1033.01
2. Iris Serrano – 503PT	\$150.96
3. Janeen Smith – 502SR	\$3076.00
4. Leisha Rios-Rodriguez – 503SR	\$3436.72
5. Randall Fuller – 201PT	\$814.00
6. Arthur Kerswill – 205PT	\$936.20
7. Ta'Teianuh Oneal – 1004SR	<u>\$372.97</u>
	\$9,819.86

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Penns Grove Housing Authority that the above named tenant balances be written off the ledger books for the Housing Authority and noted as uncollectible.

PENNS GROVE HOUSING AUTHORITY


KAREN C. WRIGHT, CHAIRPERSON

ATTEST:


Resolution Number: 23-2025
Adopted: August 6, 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: August 6, 2025


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

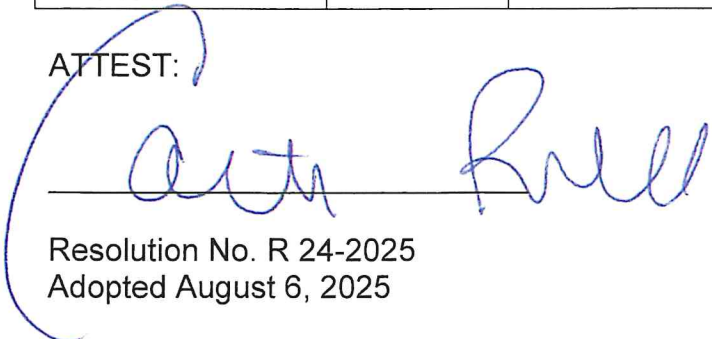
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PENNS GROVE HOUSING AUTHORITY AT A MEETING HELD ON AUGUST 6, 2025.

PENNS GROVE HOUSING AUTHORITY


Karen C. Wright, Chairperson

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

ATTEST:



Resolution No. R 24-2025
Adopted August 6, 2025