

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

Minutes of the Meeting September 3, 2025

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

ROLL CALL

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

Absent: Norman Scott

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the August 6, 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 that we have one vacant unit at Silver Run and no vacant units at Penn Towers.

Catherina informed the Board that we had court on August 5, 2025 for the five eviction cases. She explained that two of the cases paid their rent in full, and therefore, their cases were dismissed. She stated that we had two cases in which they did not appear, which resulted in a default judgment. She recalled that in the final case the tenant did appear but did not pay their rent and a default judgment was granted.

Catherina stated that we are processing three new eviction cases for non-payment of rent/lease violations at this time.

Catherina reminded the Board about the following events planned:

1. Monday, September 8, 2025 Atlantic City Bus Trip

Catherina stated that our next scheduled Board work session was scheduled for Wednesday, October 8, 2025 at 5PM.

Catherina informed the Board that our new office hours for the public are Monday through Thursday, 8:30 AM to 4:30 PM, with office staff working remotely on Fridays. There was some discussion on the matter.

Catherina stated that enclosed in their packets they would find information on the NJNAHRO Fall Conference in AC that would take place from November 17th-20th, 2025. Catherina stated to let her know as soon as possible if you would like to attend the conference.

Carolina Valdez expressed interest in attending the NJNAHRO Fall Conference. A motion was made by Ignacia Washington to approve Carolina Valdez to attend the NJNAHRO Fall Conference. The motion was seconded by Laverne Hill and approved unanimously by all present.

Karen Wright and Jesus Lopez expressed interest in attending the NJNAHRO Fall Conference. A motion was made by Ignacia Washington to approve Karen Wright and Jesus Lopez to attend the NJNAHRO Fall Conference. The motion was seconded by Laverne Hill and approved unanimously by all present.

Catherina was pleased to present Carolina Valdez's certificate of successful completion of the ten courses offered by Rutgers University required for Public Housing Authority Executive Director designation. Catherina and the Board congratulated Carolina on her achievement.

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. In addition, she informed the Board that they had a meeting with Lammey & Giorgio, our A & E firm, to go over the critical needs items that must be repaired before closing. She reported that they were waiting on a final report for the rent reasonableness study as well. There was some discussion on the matter.

NEW BUSINESS

RFP LEGAL SERVICES-BOND/TAX COUNSEL DUE 9/18/2025

Catherina reminded the Board that to have our financing plan approved by the NJ Local Finance Board, we must have a Financial Advisor and obtain Counsel specializing in Bonds and Taxes. Catherina presented the package for the RFP for Legal Services Bond/Tax Counsel with a due date of September 18, 2025 for the RAD application process. There was some discussion on the matter.

RFP FINANCIAL ADVISOR DUE 9/18/2025

Catherina presented the package for the RFP for Financial Advisor with a due date of September 18, 2025 for the RAD application process. There was some discussion on the matter.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 25-2025 for the bills listed below was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 18491 thru 18520. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the August 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.

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: September 3, 2025

WHEREAS, the Penns Grove Housing Authority has incurred bills for the months of August 2025 and September 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 SEPTEMBER 3, 2025.

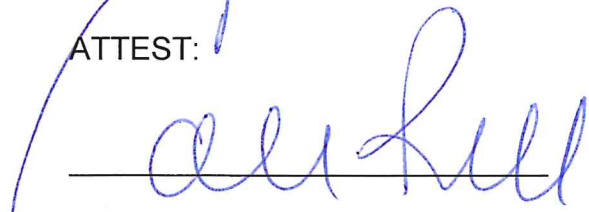
PENNS GROVE HOUSING AUTHORITY



Karen C. Wright, Chairperson

	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
K. Wright			✓			
I. Washington	15		✓			
J. Lopez			✓			
L. Hill		200	✓			
M. Pollard			✓			
D. Robinson			✓			
N. Scott						

ATTEST:



Resolution No. R 25-2025
Adopted September 3, 2025