

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

Minutes of the Meeting November 5, 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, Margie Pollard, Ignacia Washington, Norman Scott, James K. Grace and Catherina Rutland

Absent: Carolina Valdez

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the October 1, 2025 meeting was made by Margie Pollard 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 three vacant units at Silver Run and two vacant units at Penn Towers.

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

Catherina reminded the Board about the following events planned:

1. Monday, November 10, 2025 Atlantic City Bus Trip
2. Penn Towers Thanksgiving meal on Wednesday, November 12, 2025 at noon

Catherina reported that they had retained Cirilo & Associates, a consulting firm led by Mr. Cirilo, who had served as an instructor at the Atlantic City Conference in September. Mr. Cirilo would be assisting with the updates to the Administrative, ACCOP, and Procurement policies, as well as the lease, to ensure compliance with HUD regulations. It was noted that, once completed, all revised policies would be presented to the Board for approval.

Catherina informed the Board that the elevator had been repaired and was now operational. She discussed the ongoing need for RAD funding due to the age of the elevators and the challenges associated with obsolete parts. There was some discussion on the matter.

Catherina stated that HUD NSPIRE inspectors had been scheduled to conduct property inspections on Thursday, November 13th, and that all tenants had been notified. A copy of the notification was provided for reference.

Catherina stated that the auditor had begun preparations for the FYE 6/30/25 audit on Tuesday, October 21, 2025.

It was further reported that the annual fire inspection had taken place on Thursday, October 23, 2025.

#### RAD SECTION 18 BLEND APPLICATION

Catherina reported that work is continuing on the RAD application despite the government shutdown. She informed the Board that she met with the consultants and an independent contractor hired by HUD to assist with the RAD application. The Board held a brief discussion on the matter.

#### NEW BUSINESS

#### RESOLUTION: RFP LEGAL SERVICES-BOND/TAX COUNSEL RESULTS

Catherina requested that the RFP for Legal Services – Bond/Tax Counsel be tabled. She explained that the team met with a RAD consultant hired by HUD to assist with the project, and based on his expert opinion, legal services for bond/tax counsel were not necessary at this time. Mr. Grace concurred with the HUD consultant’s assessment. Catherina recommended tabling the RFP until the next meeting. Following the discussion, a motion was made by Jesus Lopez to table the RFP for Legal Services – Bond/Tax Counsel. The motion was seconded by Ignacia Washington and approved unanimously by all present.

#### RESOLUTION 29-2025: PERSONNEL POLICY

Catherina presented Resolution 29-2025, which included a revised Personnel Policy. There was some discussion on the matter. A motion was made by Laverne Hill to approve Resolution 29-2025, adopting the new Personnel Policy and superseding all previous versions. The motion was seconded by Ignacia Washington and unanimously approved by all present.

#### RESOLUTION 30-2025: FLAT RENT RESOLUTION 2026

Catherina presented Resolution 30-2025 setting flat rents for Silver Run and Penn Towers effective January 1, 2026. Catherina stated that flat rents are adjusted to ensure that flat rents are comparable to fair market rents set by HUD.

A motion was made by Jesus Lopez to approve Resolution 30-2025, setting flat rents as of January 1, 2026 and seconded by Laverne Hill. The motion was unanimously approved by all present.

#### RESOLUTION 31-2025: EXECUTIVE SESSION: PERSONNEL ISSUES

Jesus Lopez made a motion to approve Resolution 31-2025, authorizing an Executive Session to discuss personnel matters. Laverne Hill seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by Jesus Lopez and seconded by Laverne Hill to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Jesus Lopez and seconded by Laverne Hill to go back into regular session. The motion was unanimously approved by all present.

Catherina provided her retirement schedule and discussed the transition of her position with the Board, including the advertisement of the vacant Executive Director position. She also reviewed the steps she has taken to prepare the Housing Authority for the transition. There was additional discussion on the matter.

#### RESOLUTION TO APPROVE MONTHLY BILLS

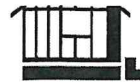
A motion to approve Resolution 32-2025 for the bills listed below was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by all present. General Fund checks 18599 thru 18615. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the October 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.



## RESOLUTION: FLAT RENTS 2026

**WHEREAS**, The PGHA is required, pursuant to [24 CFR 960.253(b)], to review their flat rents and adjust them as necessary to ensure that flat rents are comparable to fair market rents set by HUD;

**NOW, THEREFORE**, the Board of Commissioners of the Authority resolves that the flat rents below be adopted and implemented in the Public Housing Program effective January 1, 2026:

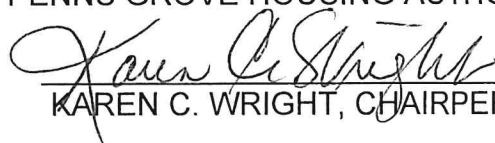
### EXHIBIT A

1. MINIMUM RENT FOR ALL UNITS \$50.00
2. MAXIMUM FLAT RENT FOR PENN TOWERS AND SILVER RUN:

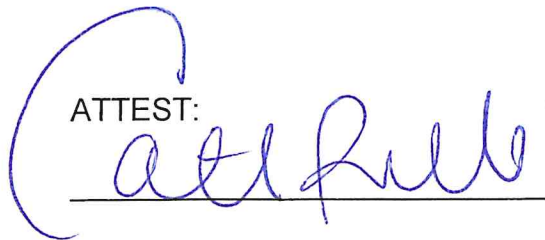
ONE BEDROOM	\$912.00
TWO BEDROOM	\$1129.00
THREE BEDROOM	\$1372.00
FOUR BEDROOM	\$1509.00
FIVE BEDROOM	\$1646.00

**BE IT FURTHER RESOLVED** that this Resolution shall take effect as of today November 5, 2025.

PENNS GROVE HOUSING AUTHORITY

  
KAREN C. WRIGHT, CHAIRPERSON

ATTEST:



Resolution Number: 30-2025  
Adopted: November 5, 2025

**PENNS GROVE HOUSING AUTHORITY  
RESOLUTION NO. 31-2025**

**Resolution Authorizing Executive Session**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12b permits a public body to go into a closed session during a public meeting to discuss certain matters as follows:

- (1) *Matters Required by law to be confidential:* Any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Any matter in which the release of information would impair the right to receive federal funding.
- (3) *Matters involving individual privacy:* Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations or other personal material of any education, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned.
- (4) *Matters pertaining to a collective bargaining agreement:* Any matter involving a collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds:* Any matter involving the lease, purchase or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) *Matters of public protection:* Any tactic and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection.
- (7) *Matters relating to litigation, negotiations and attorney-client privilege:* Any matter of pending or anticipated litigation or contract negotiation other than in (4) above in which the Housing Authority is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required for the attorney to exercise ethical duties as a lawyer.
- (8) *Matters relating to the employment relationship:* Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of , promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all of the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.

**WHEREAS**, the Penns Grove Housing Authority has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

*Matters relating to personnel matters, contracts and employment relationships*

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Penns Grove Housing Authority that the Commissioners will go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

**BE IT FURTHER RESOLVED** that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

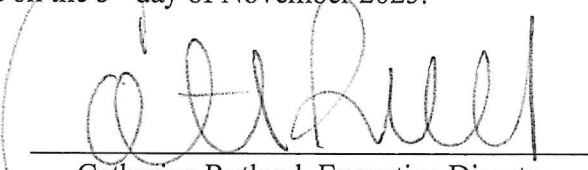
ATTEST:

  
Catherina Rutland, Executive Director

PENNS GROVE HOUSING AUTHORITY

  
Karen C. Wright, Chairperson

I certify that the foregoing is a true copy of a Resolution adopted by the Commissioners of the Penns Grove Housing Authority, in the County of Salem, at a regular meeting thereof held on the 5<sup>th</sup> day of November 2025.

  
Catherina Rutland, Executive Director

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

# 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: November 5, 2025

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

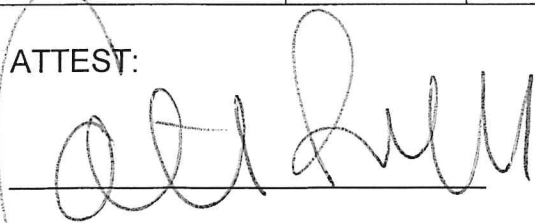
I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PENNS GROVE HOUSING AUTHORITY AT A MEETING HELD ON NOVEMBER 5, 2025.

PENNS GROVE HOUSING AUTHORITY

  
Karen C. Wright, Chairperson

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

ATTEST:

  
Resolution No. 32-2025  
Adopted November 5, 2025

# Penns Grove Housing Authority



40 SOUTH BROAD ST. PENNS GROVE, N.J. 08069

(856) 299-0101 FAX (856) 299-6736

## PENNS GROVE HOUSING AUTHORITY RESOLUTION 2025-29

### PERSONNEL POLICIES AND PROCEDURES MANUAL

**WHEREAS**, the Penns Grove Housing Authority Board of Commissioners has determined that there is a need to amend its Personnel Policies and Procedures Manual to ensure that employees and prospective employees are treated in a manner consistent with State and Federal laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED** that these personnel policies and procedures shall apply to all Penns Grove Housing Authority employees, officials, and appointees. In the event there is a conflict between these rules and any personnel services contract or federal or state law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.


**NOW, THEREFORE, BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Penns Grove Housing Authority employees and is not a contract. The provisions of the manual may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners.

**NOW, THEREFORE BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Penns Grove Housing Authority shall operate under the legal doctrine known as "employment at will."

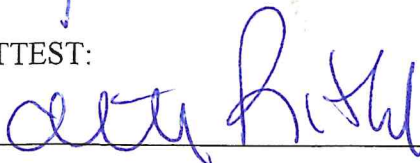
**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Solicitor of the Authority shall assist the Executive Director in the implementation of the policies and procedures in this manual.

The Personnel Policies and Procedures manual adopted November 5, 2025 will supersede all previous Personnel Policies and Procedures Manuals.

PENNS GROVE HOUSING AUTHORITY

  
\_\_\_\_\_  
KAREN WRIGHT  
CHAIRPERSON

ATTEST:

  
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