

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

Minutes of the Meeting December 3, 2025

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Dorraine Robinson. 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 November 5, 2025 meeting was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present.

A motion to approve the executive session minutes of the November 5, 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 stated that there were three vacant units at Silver Run and no vacant units at Penn Towers.

Catherina advised the Board that two new eviction cases were being processed due to non-payment of rent and lease violations.

Catherina reminded the Board to save the date for the following PGHA and non-profit events:

- Door and Window Decorating Contest on Tuesday, December 16
- Penn Towers Holiday Lunch on Thursday, December 18, from 12:00 p.m. to 2:00 p.m.
- Silver Run Winter Celebration on Tuesday, December 30, from 12:00 p.m. to 2:00 p.m.
- Atlantic City Bus Trip on Monday, February 9, 2026

Catherina informed the Board that the HUD NSPIRE inspectors completed property inspections on Thursday, November 13. She noted that a preliminary score of 91 was received and that the Authority was pleased with the outcome. She explained that the Authority would not be pursuing an appeal and would notify the Board once the final score was released. Catherina further indicated that this score qualified the Authority as a High Performer, meaning NSPIRE inspections would not be required again for three years. She commended staff for their excellent preparation for the inspection.

Catherina advised that the auditor was continuing to work on completing the draft audit report for the fiscal year ending June 30, 2025. She stated that once the draft was received, a copy would be provided to the Board.

RAD SECTION 18 BLEND APPLICATION

Catherina reported that there has been no progress on our RAD application. The Board held a brief discussion on the matter.

NEW BUSINESS

RESOLUTION 33-2025: BOARD MEETING DATES FOR 2026

Catherina presented Resolution 33-2025 for the 2026 Board meeting dates as well as the Official Publications used this year. Ignacia Washington made a motion approving the Resolution setting the dates, time and place of various meetings for the Penns Grove Housing Authority, also designating the Official Publications for the year 2026. Margie Pollard seconded the motion and it was unanimously approved by all present.

RESOLUTION 34-2025: SECTION 8 PAYMENT STANDARD RESOLUTION FOR 2026

Catherina presented Resolution 34-2025 with an attached spreadsheet to update our PGHA Payment Standards for the Section 8 Program beginning January 1, 2026. She stated that the U.S. Department of Housing and Urban Development requires Housing Authorities to adopt an annual payment standard schedule.

She explained that the Penns Grove Housing Authority as of January 1, 2026 would establish their payment standards at 110% FMR for families participating in the Housing Choice Voucher Program calculated by using 110% of HUD's Small Area Fair Market Rents, which was represented on the spreadsheet attached to the resolution. She explained this would allow families to have additional access to the rental housing stock.

A motion was made by Ignacia Washington to approve Resolution 34-2025 the PGHA Payment Standards for the Section 8 Program beginning January 1, 2026 for the Penns Grove Housing Authority and seconded by Dorraine Robinson. The motion was unanimously approved by all present.

RESOLUTION 35-2025: EXECUTIVE SESSION: PERSONNEL ISSUES

Ignacia Washington made a motion to approve Resolution 35-2025, authorizing an Executive Session to discuss personnel matters. Norman Scott seconded the motion and a roll call was made with all present approving the Resolution.

A motion was made by Ignacia Washington and seconded by Norman Scott to go out of Executive Session. The motion was unanimously approved by all present.

A motion was made by Ignacia Washington and seconded by Norman Scott to go back into regular session. The motion was unanimously approved by all present.

RESOLUTION 36-2025: EXECUTIVE DIRECTOR CONTRACT 2026

Following the Executive Session, a motion was made by Ignacia Washington to appoint Carolina Valdez to the Executive Director position for the term beginning January 5, 2025, through June 30, 2026. The motion was seconded by Norman Scott and was unanimously approved by all members present. It was noted that the position was advertised in the newspaper.

RESOLUTION TO APPROVE MONTHLY BILLS

A motion to approve Resolution 37-2025 for the bills listed below was made by Jesus Lopez and seconded by Norman Scott. The motion was unanimously approved by all present. General Fund checks 18658 thru 18679. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the November Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

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



RESOLUTION: PAYMENTS STANDARDS FOR PGHA SECTION 8 PROGRAM FOR JANUARY 1, 2026

WHEREAS, the purpose of this Resolution is to approve the Housing Choice Voucher Program Payment Standard Schedule for January 1, 2026. The U.S. Department of Housing and Urban Development (HUD) requires Housing Authorities to adopt a payment standard schedule amount for each Fair Market Rent (FMR) set by HUD for the Housing Authority's jurisdiction.

WHEREAS, the Penns Grove Housing Authority (PGHA) must establish payment standard amounts for each bedroom size for each FMR. The payment standard amounts on PGHA's schedule are used to calculate the monthly housing assistance payment for families participating in the programs administered by the Housing Choice Voucher Program for certifications and recertifications;

BE IT RESOLVED, Penns Grove Housing Authority as of January 1, 2026 is establishing their payment standards at 110% FMR for families participating in the Housing Choice Voucher Program so families could have access to more of the rental housing stock; and.

NOW THEREFORE, that the Board of Commissioners hereby adopts the attached payment standard schedule for each bedroom size as of 1/1/26 calculated by using 110% of HUD's Small Area Fair Market Rents established for our area.

BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on December 3, 2025.

PENNS GROVE HOUSING AUTHORITY


KAREN C. WRIGHT, CHAIRPERSON

ATTEST:



Resolution Number: 34-25
Adopted: December 3, 2025

PENNS GROVE HOUSING AUTHORITY
RESOLUTION NO. 35-2025

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.

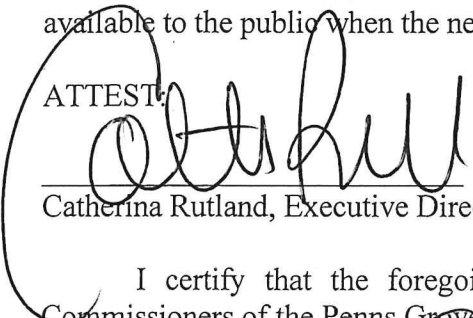
WHEREAS, the Penns Grove Housing Authority has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

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.

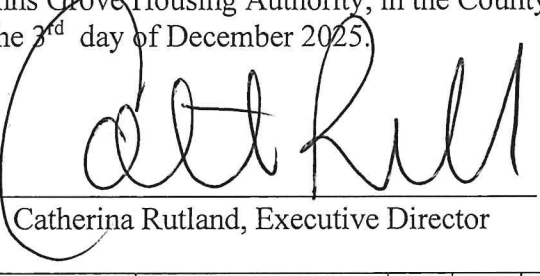
ATTEST:


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 3rd day of December 2025.


Catherina Rutland, Executive Director

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



RESOLUTION: EMPLOYMENT CONTRACT OF EXECUTIVE DIRECTOR

WHEREAS, the position of Executive Director of the Penns Grove Housing Authority became vacant; and

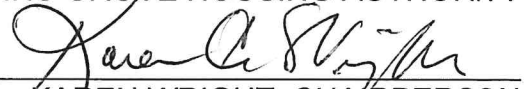
WHEREAS, after advertising the vacancy and conducting a thorough review of the applications and résumés received, the Board of Commissioners has determined that it is in the best interest of the Penns Grove Housing Authority to promote Carolina Valdez to the position of Executive Director; and

WHEREAS, the Board has approved an employment contract with Carolina Valdez, with a term expiring on June 30, 2026.

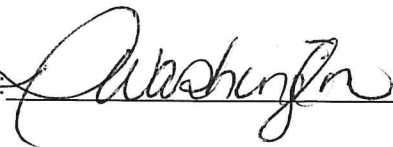
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Penns Grove Housing Authority, that Carolina Valdez is hereby appointed as Executive Director, effective immediately, and that the compensation and terms of employment shall be as set forth in the approved contract.

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of December 3, 2025.

PENNS GROVE HOUSING AUTHORITY


KAREN WRIGHT, CHAIRPERSON

ATTEST:



Resolution No. 36-2025
Adopted: December 3, 2025

Penns Grove Housing Authority



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

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

RESOLUTION SETTING DATES, TIME AND PLACE OF VARIOUS MEETINGS OF THE PENNS GROVE HOUSING AUTHORITY AND DESIGNATING THE OFFICIAL PUBLICATIONS FOR THE YEAR 2026

WHEREAS, the Commissioners of the Penns Grove Housing Authority desire to set forth the dates, time and place of the various meetings of the AUTHORITY and to establish official publications for the purpose of publication of meeting notices and further compliance with the Open Public Meetings Act requirement;

BE IT FURTHER RESOLVED that the Penns Grove Housing Authority will conduct all Board meetings virtually using Google Hangout Meet until further notice. The meetings will be taped and archived. If the Board chooses to hold an in-person meeting, the location will be advertised at least 72 hours prior to the meeting.

Our regular Board meetings will be held via Google Hangout Meet at 5:00 PM on the following dates with all access codes and phone numbers for dial in access advertised on our website pennsgroveha.org, nj.com, and South Jersey Times at least 72 hours in advance as follows: Video call link: <https://meet.google.com/fmm-wkhc-hry>
Or dial: (US) +1 513-816-1759 PIN: 180 481 233#

January 7, 2026, February 4, 2026, March 4, 2026, April 1, 2026, May 6, 2026, June 3, 2026, July 1, 2026, August 5, 2026, September 2, 2026, October 7, 2026, November 4, 2026, December 2, 2026.

In addition, two board work sessions shall be conducted in person, at 5:00 p.m. on the third Wednesday of the following months: March 18, 2026, and September 16, 2026. The location of such meetings will be posted on our website 72 hours prior to the meeting.

BE IT FURTHER RESOLVED that for the year 2026 the official publications required to be designated pursuant to the Open Public Meetings Act for meeting notices et al shall be the South Jersey Times, nj.com, and the Penns Grove Housing Authority website which is pennsgroveha.org.

PENNS GROVE HOUSING AUTHORITY

Karen C. Wright, Chairperson

ATTEST:

The foregoing resolution was duly adopted at a regular meeting of the PENNS GROVE HOUSING AUTHORITY on 12/3/2025.



Catherina Rutland
Executive Director

Resolution No. 33-2025
Adopted: 12/3/2025