

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

Minutes of the Meeting – January 7, 2026

The meeting was opened with a reading of the Sunshine Law. A motion to open the meeting was made by James K. Grace and seconded by Margie Pollard. The motion was unanimously approved by all present.

ROLL CALL

Present: Carl J. Washington Jr., Margie Pollard, Jesus Lopez, Ignacia Washington, Dorraine Robinson, Laverne Hill, Norman Scott, James K. Grace, Carolina Valdez

Absent: None

REORGANIZATION

Oath of Office:

Carl J. Washington Jr. was duly sworn in as a member of the Board of Commissioners prior to the reorganization portion of the meeting.

Chairperson:

James K. Grace called for nominations for Chairperson. Margie Pollard nominated Carl J. Washington Jr., seconded by Laverne Hill. Hearing no other nominations, nominations were closed, and Carl J. Washington Jr. was unanimously elected Chairperson.

Vice Chairperson:

Chairperson Carl J. Washington Jr. called for nominations for Vice Chairperson. Laverne Hill nominated Ignacia Washington, seconded by Norman Scott. Hearing no other nominations, nominations were closed, and Ignacia Washington was unanimously elected Vice Chairperson.

Financial Treasurer:

Chairperson Washington called for nominations for Financial Treasurer. Laverne Hill nominated Jesus Lopez, seconded by Norman Scott. Hearing no other nominations, nominations were closed, and Jesus Lopez was unanimously elected Financial Treasurer.

APPROVAL OF MINUTES

A motion to approve the regular minutes of the December 3, 2025, meeting was made by Margie Pollard and seconded by Jesus Lopez. The motion was unanimously approved.

OLD BUSINESS

Status Report:

The Executive Director provided the following updates:

- **Occupancy:** One vacant unit at Silver Run and no vacancies at Penn Towers.
- **Evictions:** Two cases in process for non-payment of rent and lease violations.
- **Upcoming Events:** Atlantic City Bus Trip – Monday, February 9, 2026.
- **Training:** Gail Walker and Carolina Valdez successfully completed HUD NSPIRE training in December. Maintenance Supervisor David Heredia is scheduled to complete the training in March 2026.
- **Staffing Updates:** An Administrative Assistant position was advertised in the newspaper and on the PGHA website. Six applications were received; four were disqualified under the New Jersey First Act. An internal promotion was made from Front Desk Clerk to Administrative Assistant. The Front Desk Clerk position has since been advertised. A memo to our residents will be distributed regarding staffing changes.
- **HUD NSPIRE Inspection:** Conducted November 13, 2025, and we received a final score of 91.
- **Decorating Contest:** Held at Penn Towers and Silver Run; residents were recognized with prizes. Memo was sent encouraging future participation.
- **Holiday Luncheon:** Penn Towers Holiday Luncheon held and a meal was provided to all residents who attended the event.
- **Young Men on the Move Program:** Held December 29, 2025; facilitated by Gregory Wright; seven participants attended, received encouraging information and a meal.
- **Winter Day Activity:** Winter Day event held for Silver Run children; included arts & crafts, games, and refreshments.

- **Executive Director Updates:** informed board that we received the final approval letter from the Department of Community Affairs (DCA) appointing Carolina Valdez as the new Executive Director for the Penns Grove Housing Authority.

RAD SECTION 18 BLEND APPLICATION

The Executive Director reported there has been no progress on the RAD Section 18 Blend application. The Board held a brief discussion.

NEW BUSINESS

Resolutions

Resolution 1-2026 – Banking Resolution

A motion to approve Resolution 1-2026 designating official depositories for 2026 was made by Ignacia Washington and seconded by Jesus Lopez. Motion approved unanimously.

Resolution 2-2026 – JIF Insurance Fund Commissioner

A motion to appoint Carolina Valdez as the JIF Insurance Fund Commissioner was made by Ignacia Washington and seconded by Jesus Lopez. Motion approved unanimously.

Resolution 3-2026 – Audit Report (FYE 6/30/25)

A motion to approve the audit report was made by Ignacia Washington and seconded by Jesus Lopez. Motion approved unanimously.

Resolution 4-2026 – Audit Review Certificate

A motion to approve the audit review certificate was made by Ignacia Washington and seconded by Jesus Lopez. Motion approved unanimously.

Resolution 5-2026 – Approval of Bills

A motion to approve Resolution 5-2026 authorizing payment of bills was made by Ignacia Washington and seconded by Jesus Lopez. Motion approved unanimously. General Fund checks numbered 18722 through 18736 were approved, along with supplemental bill lists for General Fund, Security Deposit, Rental, Payroll, MOD, and Section 8.

BANK SIGNATURE CARDS

The Executive Director advised that updates to bank signature cards are required due to changes in personnel and Chairperson. Changes will be processed for TD Bank, Pennsville National Bank, and Ocean First Bank.

PUBLIC PORTION

No members of the public were present.

ADJOURNMENT

A motion to adjourn the meeting was made by Jesus Lopez and seconded by Margie Pollard. Motion approved unanimously by all present.