

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

Minutes of the Meeting – February 11, 2026

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

ROLL CALL

Present: Margie Pollard, Jesus Lopez, Ignacia Washington, Laverne Hill, Norman Scott, James K. Grace, Francis Numan and Carolina Valdez

Absent: Carl J. Washington Jr. and Dorraine Robinson

APPROVAL OF MINUTES

A motion to approve the regular minutes of the January 7, 2026 meeting was made by Laverne Hill and seconded by Jesus Lopez. The motion was unanimously approved.

OLD BUSINESS

Status Report:

The Executive Director provided the following updates:

- **Occupancy:** No vacant units at Silver Run and one vacant unit at Penn Towers.
- **Evictions:** Two cases in process for non-payment of rent and lease violations, scheduled for Friday, March 6, 2026.
- **Upcoming Events:** The Atlantic City Bus Trip was rescheduled to Tuesday, April 7, 2026, due to weather and low participation.
- **Staffing Updates:** An advertisement was placed in the newspaper and on the PGHA website for the Front Desk Clerk position. A total of 113 applications were received; however, 84 applicants were from out of state and did not qualify under the New Jersey First Act. Interviews were conducted, and the Authority hired a qualified candidate for the position.

- **Salem Health & Wellness Foundation Grant:** The Authority applied for a grant to support the annual Basketball Camp. The grant would assist with funding program expenses.
- **HAI Insurance Group:** Notification was received that all full-time employees and Board members qualify for free life insurance in the amount of \$5,000. All required information has been submitted.
- **Municipal Excess Liability Joint Insurance Fund (MEL):** A new Risk Management Manual and Annual Report were received. Copies were provided to each Board member.
- **Correspondence:**
 - Notice received regarding a free rabies clinic scheduled for March 21, 2026, from the Borough of Penns Grove. A copy of the flyer will be distributed to residents.
 - A letter of support was provided to Southern Jersey Family Medical Centers for an on-site medical care station.
 - A donation was received from the Penns Grove High School woodshop. A thank-you letter was sent to Robert Wiacek for facilitating the donation.
 - **Young Man on the Move Program:** Participants received a copy of *The Uncommon Life: Daily Challenge*. Thank-you letters were drafted and provided to all program participants.
 - **Executive Director Update:** Carolina Valdez requested time off from May 18–22, 2026. Gail Walker and Francis Numan will oversee operations during her absence.
 - **2026 Conference/Training :** Carolina Valdez expressed her interest in attending the NJNAHRO Annual Conference in April 2026. A motion was made by Jesus Lopez to approve the Executive Director’s attendance at the NJNAHRO Annual Conference. The motion was seconded by Margie Pollard and approved unanimously by all present.

Jesus Lopez expressed interest in attending the PHADA 2026 Annual Convention in June 2026 and the NAHRO 2026 National Conference in October 2026. A motion to approve Commissioner Jesus Lopez’s attendance at both conferences was made by Margie Pollard and seconded by Laverne Hill. The motion was approved unanimously by all present.
 - **Training:** The Executive Director informed the Board that Francis Numan, Administrative Assistant, will be attending a Public Housing Rent Calculation training, and Gail Walker, Section 8 Coordinator, will be attending a Housing Choice Voucher (HCV) Rent Calculation training.

RAD SECTION 18 BLEND APPLICATION

The Executive Director reported a discussion with RAD consultants regarding the need for Special Legal Counsel for the RAD closing. It was advised that the Authority may proceed with current legal counsel. The Board held a brief discussion.

NEW BUSINESS

A. Draft Annual Plan

The Board was presented with the Draft Annual Plan for review. A copy of the Annual Plan and Notice of Public Hearing was posted on the Authority's website. The public hearing is scheduled for Thursday, February 19, 2026, at 11:30 a.m.

B. Public Housing Waiting List

The Executive Director explained the need to temporarily close the Public Housing waiting list for Silver Run one-, two-, and three-bedroom units. After brief discussion, a motion was made by Jesus Lopez to temporarily close the Silver Run waiting list. The motion was seconded by Margie Pollard and approved by all present.

RESOLUTIONS

Resolution 6-2026 – Approval of Bills

A motion to approve Resolution 6-2026 authorizing payment of bills was made by Laverne Hill and seconded by Jesus Lopez. Motion approved unanimously. General Fund checks numbered 18773 through 18798 were approved, along with supplemental bill lists for General Fund, Security Deposit, Rental, Payroll, MOD, and Section 8.

PUBLIC PORTION

No members of the public were present.

ADJOURNMENT

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