

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

Minutes of the Meeting – March 4, 2026

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

ROLL CALL

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

Absent: Jesus Lopez, Dorraine Robinson

REORGANIZATION

Chairperson:

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

Vice Chairperson:

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

Financial Treasurer:

Chairperson Washington called for nominations for Financial Treasurer. Laverne Hill nominated Margie Pollard, seconded by Ignacia Washington. Hearing no other nominations, nominations were closed, and Margie Pollard was unanimously elected Financial Treasurer.

APPROVAL OF MINUTES

A motion to approve the regular minutes of the February 11, 2026, meeting was made by Margie Pollard and seconded by Norman Scott. The motion was unanimously approved by the Board.

OLD BUSINESS

STATUS REPORT:

The Executive Director provided the following updates:

Occupancy

There are currently no vacant units at Silver Run or Penn Towers.

Evictions

The Authority was processing two eviction cases related to non-payment of rent and lease violations. The court dates for both cases were scheduled for Friday, March 6, 2026; however, both cases were dismissed due to payment of the outstanding balances.

Upcoming Events

The Borough of Penns Grove will host a free Rabies Clinic on March 21, 2026, behind the Liberty Fire House.

The next Atlantic City Bus Trip is scheduled for Tuesday, April 7, 2026.

Staffing Updates

Francis Numan, Administrative Assistant, attended Public Housing Rent Calculation training on February 24–26, 2026.

Gail Walker, Section 8 Coordinator, will attend Housing Choice Voucher (HCV) Rent Calculation training on March 17–19, 2026.

David Heredia, Maintenance Supervisor, will attend NSPIRE Inspector training on March 3–5, 2026.

Southern Jersey Family Medical Center

The Authority has entered into a partnership with Southern Jersey Family Medical Center. Beginning in March, their Mobile Medical Unit will visit on the first Friday of each month. Services will include free blood pressure and glucose testing for residents at both Silver Run and Penn Towers.

Resignation

The Authority acknowledges receipt of Chairperson Washington's resignation and thanks him for his service and contributions to the Penns Grove Housing Authority.

Energy Savings

The Authority transitioned its energy services from Ener Connex to Direct Energy Business in an effort to reduce energy supply costs.

Property and Resident Updates

A tenant meeting was held for Penn Towers residents. The following topics were discussed:

- Introduction of new staff
- Review of the fire emergency plan
- Flooring installation updates
- Housekeeping and Pet Inspections
- Parking lot and elevator updates
- RAD conversion overview

EXECUTIVE DIRECTOR UPDATES:

The Executive Director informed the Board of the Work Session scheduled for Wednesday, March 18, 2026.

RAD SECTION 18 BLEND APPLICATION

The Executive Director reported that the RAD consultants submitted an email to the HUD Resource Desk requesting a concept call. They also requested that the rent reasonableness study be updated. The Board held a brief discussion regarding this matter.

NEW BUSINESS

Resolutions

Resolution 7-2026 – Annual Plan

A motion to approve the 2026 Annual Plan was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 8-2026 – Procurement Policy

A motion to approve the amended Procurement Policy was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 9-2026 – Tenant Lease

A motion to approve the amended Tenant Lease Agreement was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 10-2026 – Admin Policy

A motion to approve the amended Administrative Plan was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 11-2026 – ACCOP Policy

A motion to approve the amended ACCOP Policy was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 12-2026 – Approval of Bills

A motion to approve Resolution 12-2026 authorizing payment of bills was made by Margie Pollard and seconded by Laverne Hill. Motion approved unanimously. General Fund checks numbered 18821 through 18837 were approved, along with supplemental bill lists for General Fund, Security Deposit, Rental, Payroll, MOD, and Section 8.

Resolution 13-2026 – Resident Advisory Board (RAB)

A motion to appoint Albert Sanchez, Jinnay Ayars, Mark Ellis, and Sharon Terrell to the Resident Advisory Board for the Penns Grove Housing Authority was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

PUBLIC PORTION

Ryan Vivarelli was present during the meeting; however, no comments were made.

ADJOURNMENT

A motion to adjourn the meeting was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board members present.