

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

Minutes of the Meeting – April 1, 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 Jesus Lopez. The motion was unanimously approved by all present.

ROLL CALL

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

Absent: Dorraine Robinson, Norman Scott

Oath of Office:

Roseann Regina Morgan was duly sworn in as a member of the Board of Commissioners.

APPROVAL OF MINUTES

A motion to approve the regular minutes of the March 4, 2026 meeting was made by Laverne Hill and seconded by Margie Pollard. Jesus Lopez abstained; all others unanimously approved the motion.

OLD BUSINESS

STATUS REPORT:

The Executive Director provided the following updates:

Occupancy

There is currently one vacant unit at Silver Run and no vacant units at Penn Towers.

Evictions

The Authority is not processing any evictions at this time.

Upcoming Events

- Spring Fun Day – Monday, April 6
- Atlantic City Bus Trip – Tuesday, April 7
- Healthy Living Fair – Thursday, April 9
- Family Dance Night – Friday, May 1

Staffing Updates

- Administrative Assistant completed rent calculation training
- Bookkeeper completed HCV rent calculation training
- Maintenance Supervisor completed NSPIRE inspection training

Property & Resident Updates

The Resident Advisory Board meeting was held on Monday, March 9. During the meeting, the Annual Plan, Lease Agreement, ACOP, and Administrative Plan were reviewed.

EXECUTIVE DIRECTOR UPDATES:

- The Front Desk Clerk submitted a resignation letter. The position has been posted on the Authority's website as well as NJ.com. A temporary employee has been secured through a staffing agency.
- A Hold Harmless Agreement has been created for non-residents using the community rooms at Penn Towers and Silver Run.
- A letter was sent to the previous Chairperson regarding phone service.
- Financial Disclosure Forms will be submitted; Board members were asked to notify the office of any changes.
- Requests for Proposals (RFPs) for auditor, fee accountant, A&E services, elevator services, legal counsel, and janitorial services have been advertised on the Authority's website.
- Banking signature cards are currently being updated.
- The Authority is in need of two new dumpsters for Penn Towers.
- The Executive Director's performance review was conducted on March 20 by the Personnel Committee.

Gina Morgan, Board of Commissioner, presented two flyers to the Board regarding upcoming community events hosted by Penns Grove Recreation. The first flyer was for an Easter Egg Hunt scheduled for Saturday, April 4 at 4:00 PM, and the second flyer was for an Easter Community Day scheduled for Friday, April 3 at 5:00 PM.

RAD SECTION 18 BLEND APPLICATION

The Executive Director reported that the HUD Resource Desk contacted the Authority regarding missing documents required to schedule the concept call. She also stated that she continues to reach out to the RAD consultants regarding the outstanding items for the conversion but has not received a response. The Board held a brief discussion regarding this matter and requested that James Grace, Esq. send a follow-up email to the RAD consultants.

NEW BUSINESS

RESOLUTIONS

Resolution 14-2026 – Executive Session – Personnel Matters

A motion to enter into executive session was made by Laverne Hill and seconded by Jesus

Lopez. The motion was unanimously approved by the Board. A motion to exit executive session was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 15-2026 – Executive Director Contract 2026–2027

A motion to approve the Executive Director contract for 2026–2027 was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by the Board.

Resolution 16-2026 – Annual Salary Increases

A motion to approve the annual salary increases was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 17-2026 – State Budget for Submission 2026–2027

A motion to approve the State Budget for submission for 2026–2027 was made by Margie Pollard and seconded by Jesus Lopez. The motion was unanimously approved by the Board.

Resolution 18-2026 – Federal Budget 2026–2027

A motion to approve the Federal Budget for 2026–2027 was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by the Board.

Resolution 19-2026 – Local Police Enforcement of Title 39

A motion to approve local police enforcement of Title 39 was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by the Board.

Resolution 20-2026 – Approval of Bills

A motion to approve Resolution 20-2026 authorizing the payment of bills was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved. General Fund checks numbered 18862 through 18876 were approved, along with supplemental bill lists for the General Fund, Security Deposit, Rental, Payroll, MOD, and Section 8.

PUBLIC PORTION

No members of the public were present during the meeting.

ADJOURNMENT

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