

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

Minutes of the Meeting – May 6, 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 Margie Pollard. The motion was unanimously approved by all present.

ROLL CALL

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

Absent: Dorraine Robinson

APPROVAL OF MINUTES

A motion to approve the regular minutes of the April 1, 2026 meeting was made by Margie Pollard and seconded by Norman Scott. The motion was unanimously approved by all members present.

OLD BUSINESS

STATUS REPORT:

The Executive Director provided the following updates:

Occupancy

There are currently two vacant units at Silver Run and four vacant unit at Penn Towers. The Authority is actively preparing these units to ensure they are filled in a timely manner.

Evictions

The Authority is currently processing one eviction case. No court date has been scheduled at this time.

Upcoming Events

The Authority successfully hosted several resident engagement activities during the month, including Spring Fun Day for Silver Run residents on April 6, 2026, the Atlantic City Bus Trip on April 7, 2026, the Healthy Living Fair for Penn Towers residents on April 9, 2026, and Family Dance Night on May 1. All events were conducted in an organized manner and received positive participation from residents.

Additionally, Commissioner Gina Morgan conducted an after-school youth program at the Silver Run Community Room, providing continued engagement opportunities for youth residents and members of the community.

Executive Director Update

- Applications for the Front Desk Clerk position are currently under review. A temporary employee remains in place and continues to perform satisfactorily.
- Financial Disclosure Forms have been submitted.
- Employee performance evaluations are being conducted, and an Employee Appreciation Day is scheduled for May 7.
- A letter of support was provided to Southern Jersey Family Medical Center. The mobile clinic began services on April 17 for Penn Towers and May 1 for Silver Run, expanding access to healthcare services for residents.
- A plaque was presented to Karen Wright in recognition of her 30 years of dedicated service to the Board.
- The phones previously assigned to the former Executive Director and Chairperson have been transferred to their personal service providers.
- An email was sent to Larry Fisher of the Salem County Sheriff's Office regarding the 911 antenna located on the roof at Penn Towers, requesting that the Sheriff's Office assume responsibility for the electric service costs effective May 1.
- The Authority received notification from the Salem Health and Wellness Foundation that funding will not be awarded for the Basketball Camp this year.
- A notice was distributed to residents regarding NJ SNAP fraud awareness.
- Banking signature cards have been completed.
- The Executive Director informed the Board that she will be on vacation during the week of May 18 through May 22. In addition, she will be attending a QPA review class on Tuesday, May 26.

Funding Update

The Authority has experienced a reduction in HUD funding compared to prior years. In January 2025, the monthly subsidy was \$67,461, compared to the current monthly amount of \$48,837.60, representing a decrease of approximately \$18,623.40 per month.

On an annualized basis, funding has decreased from approximately \$809,532 in 2025 to \$586,051.20 currently, resulting in a total reduction of approximately \$223,480.80. The Authority continues to closely monitor expenditures and implement appropriate cost-control measures to maintain financial stability, ensure HUD compliance, and support audit readiness.

RAD SECTION 18 BLEND APPLICATION

The Executive Director reported that she met with the RAD consultants, who advised that the Authority is targeting a possible closing date at the end of July. She further reported that efforts are ongoing to finalize all required inspections necessary to proceed with the conversion process. The Board held a brief discussion regarding this matter.

NEW BUSINESS

RESOLUTIONS

Resolution 21-2026 – Approval for Adoption of State Budget

A motion to approve the adoption of the State Budget was made by Jesus Lopez and seconded by Norman Scott. The motion was unanimously approved by the Board.

Resolution 22-2026 – RFPs for Auditor, Fee Accountant, Legal Services, Elevator Services, Janitorial Services, and A & E Services

A motion to approve the RFP awards for Auditor, Fee Accountant, Legal Services, Elevator Services, Janitorial Services, and A & E Services was made by Norman Scott and seconded by Jesus Lopez. The motion was unanimously approved by the Board.

Resolution 23-2026 – Approval of Bills

A motion to approve Resolution 23-2026 authorizing the payment of bills was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved. General Fund checks numbered 18878 through 18899 were approved, along with supplemental bill lists for the General Fund, Security Deposit, Rental, Payroll, MOD, and Section 8.

PUBLIC PORTION

Carl Washington, a resident of Penns Grove, attended the meeting and asked the Board to consider making a donation to the John Washington Memorial Scholarship.

ADJOURNMENT

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