

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

Minutes of the Meeting – June 3, 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 Norman Scott. 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 May 6, 2026 meeting was made by Laverne Hill and seconded by Jesus Lopez. The motion was unanimously approved by all members present.

OLD BUSINESS

STATUS REPORT:

The Executive Director provided the following updates:

Occupancy

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

Evictions

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

Executive Director Update

- Applications for the Front Desk Clerk position are currently under review. In the meantime, the temporary employee remains in place and continues to perform satisfactorily.
- New parking stickers have been purchased for residents of Penn Towers and Silver Run. A notice has been distributed to all residents regarding the updated parking

procedures. The Authority will also begin updating the parking policy and implementing Title 39 enforcement procedures.

- The Executive Director thanked the Board for approving attendance at the Qualified Purchasing Agent (QPA) review course. The state examination is scheduled for Wednesday, June 10, 2026.
- The Authority received confirmation from Larry Fisher regarding the transfer of electric services for the 911 antenna to the Salem County Sheriff's Office. Mr. Fisher confirmed that the transfer has been successfully completed.
- The Executive Director received an invitation from Howard Cumme, Director of HUD, to attend a RAD Conversion Event scheduled for June 16, 2026, in Newark, New Jersey. The Executive Director advised that she will not be able to attend due to a graduation ceremony.
- Southern Jersey Family Medical Center has scheduled the next Mobile Medic visits for Friday, June 5, 2026, at Penn Towers and Friday, June 19, 2026, for Silver Run residents.
- The Chairperson expressed interest in attending the 2026 MARC NAHRO Annual Conference scheduled for November 12–14, 2026. A motion to approve Ignacia Washington's attendance at the 2026 MARC NAHRO Annual Conference was made by Laverne Hill and seconded by Jesus Lopez. The motion was unanimously approved by all members present.
- Executive Director advised the Board that several questions were brought to her attention regarding Commissioner training, conference attendance, Housing Authority funding, governance responsibilities, and communication practices. For the benefit of the full Board, the Executive Director provided clarification on these matters.
- The Executive Director reviewed the Authority's Travel and Training Policy and explained that newly appointed Commissioners are required to complete the mandatory New Jersey Commissioner training program before additional training opportunities may be approved, in accordance with Authority policy.
- The Executive Director also reviewed the distinction between Housing Authority funds and nonprofit activities, explaining that public housing funds are restricted to eligible Housing Authority purposes and resident-related activities in compliance with HUD regulations and audit requirements. It was further explained that community events open to the general public may be conducted through the

nonprofit organization, provided such activities are funded and administered separately from Housing Authority operations.

- The Executive Director reviewed the respective roles and responsibilities of the Board of Commissioners and the Executive Director. It was noted that the Board serves in a governance and oversight capacity, while the Executive Director is responsible for the day-to-day administration of the Authority, including regulatory compliance, financial management, procurement, reporting requirements, personnel administration, and operational matters.
- The Executive Director also reviewed governance and communication practices, reminding Commissioners of applicable governance requirements and encouraging operational questions to be directed through appropriate administrative channels. The Executive Director reaffirmed her commitment to providing information and support necessary for the Board to fulfill its oversight responsibilities and to ensure continued compliance with HUD regulations, State of New Jersey requirements, and Authority policies.

RAD SECTION 18 BLEND APPLICATION

Executive Director provided an update regarding the Authority's RAD/Section 18 Blend Conversion. The Executive Director advised the Board that a meeting was held with Mike Andrews, HUD Representative, and RAD Consultants Bill Katchen and Bill Snyder to discuss the status of the conversion process and the items required prior to scheduling the RAD Concept Call.

The Executive Director reported that HUD and the consultants identified several outstanding items necessary to advance the project, including obtaining a letter of support from the Mayor, conducting updated radon testing, completing asbestos testing, and submitting the required environmental review documentation, including the Part 58 Environmental Assessment.

The Executive Director advised that staff and consultants are working to complete the required documentation and due diligence items so that the Authority may proceed with the next phase of the RAD/Section 18 Blend Conversion process.

NEW BUSINESS

RESOLUTIONS

Resolution 24-2026 – Utilities Allowance Section 8 Program FYE 6/30/27

A motion to approve the Utility Allowance for the Section 8 Program was made by Jesus Lopez and seconded by Laverne Hill. The motion was unanimously approved by the Board.

Resolution 25-2026 – Utilities Allowance Public Housing Program FYE 6/30/27

A motion to approve the Utilities Allowance for Public Housing Program was made by Jesus Lopez and seconded by Norman Scott. The motion was unanimously approved by the Board.

Resolution 26-2026 – Payment Standards for Section 8 Program FYE 6/30/27

A motion to approve the Payment Standards for the Section 8 Program was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by the Board.

Resolution 27-2026 – Significant Amendment to Annual/Five Year/CFP Plans

A motion to approve Amendments to the Annual, Five Year and Capital Fund Program Plans was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by the Board.

Resolution 28-2026 – Capital Fund 2026

A motion to approve the submission of the 2026 Capital Fund Program was made by Jesus Lopez and seconded by Norman Scott. The motion was unanimously approved by the Board.

Resolution 29-2026 – Approval of Bills

A motion to approve Resolution 29-2026 authorizing the payment of bills was made by Norman Scott and seconded by Margie Pollard. The motion was unanimously approved. General Fund checks numbered 18955 through 18965 were approved, along with supplemental bill lists for the General Fund, Security Deposit, Rental, Payroll, MOD, and Section 8.

Resolution 30-2026 – Bond/Tax Counsel Services

A motion to approve McManimon, Scotland & Baumann, LLC to provide Bond/Tax Counsel services during the closing of the RAD conversion was made by Jesus Lopez and seconded by Norman Scott. The motion was unanimously approved by the Board. A brief discussion was held regarding the matter.

PUBLIC PORTION

No public comments were made.

ADJOURNMENT

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