Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting September 4, 2019

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

ROLL CALL

Present: Karen Wright, Ignacia Washington, Laverne Hill, Margie Pollard and Catherina Rutland

Absent: Hersell Smith and John Washington

APPROVAL OF MINUTES

A motion to approve the regular minutes of the August 7, 2019 meeting was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

**OLD BUSINESS**

STATUS REPORT

Catherina went over the status report. She stated we currently have one vacant unit at Penn Towers and two vacant units at Silver Run Park.

Catherina reported that we received four judgments of possessions for non-payment of rent for our August evictions. She explained that our other five cases the individuals paid in full therefore no eviction will take place. She stated that we currently have three cases for non-payment of rent scheduled for September 20, 2019.

Catherina presented the monthly maintenance report.

Catherina reviewed with the Board our rent payment and eviction process in detail. She also presented rent statements and evictions forms to the Board. There was some discussion on the matter.

Catherina updated the Board on our waiting list and our applications procedure.

Catherina stated that our Clementon Park trip was on August 23, 2019. She reported that they had a great trip but due to the rain they gave us another ticket to return on August 29, 2019. Catherina thanked, council member, Carl Washington for assisting us with the trips as well as the Board members and staff members that helped make the trips possible.

Catherina stated that the Penns Grove Housing Authority has a bus trip to Atlantic City scheduled for Tuesday, October 8, 2019. There was some discussion on the bus trip that took place on August 13, 2019.

Catherina reported that our HUD REAC inspector was scheduled for Tuesday, September 17, 2019 to complete our physical inspection of the buildings. She stated that the office and maintenance men are preparing for the inspection by performing annual inspections on all units and common areas.

Catherina presented a flyer for our Penn Towers Community Day scheduled for Friday, September 20, 2019 at noon. She invited all Board members to attend.

POLICE SECURITY

Catherina stated that the police security would be finished this month. She stated the police did not report any major criminal activities this summer.

There was some discussion on drug activity in our park and getting extra signs posted for individuals breaking our non-smoking policy.

RAD UPDATE

Catherina stated that HUD needed to reschedule the site visit to discuss RAD for September 16th. She will update the Board at the next meeting. There was some discussion on the matter.

**NEW BUSINESS**

OPERATIONAL AGREEMENT FOR PENNS GROVE COMMUNITY HOUSING INITIATIVE

Mr. Grace presented a rough draft of an operational agreement for Penns Grove Community Housing Initiative. He asked the Board to review it and then we can discuss it in October. There was some discussion on the matter.

AIR CONDITIONER HANDLES REPLACEMENT QUOTES

Catherina stated that one of our maintenance staff members, David Heredia, looked at the air conditioner handler and would like the opportunity to repair the unit. Catherina stated that they are looking for the part at this time. There was some discussion on the matter.

BILLS

A motion to approve the bills listed below was made by Margie Pollard and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 14403 thru 14446, and no checks issued for MOD, Congregate or Dial-A-Bus. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, Section 8, Congregate, and Dial-A-Bus, representing checks issued after the August Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.