Penns Grove Housing Authority

40 South Broad Street

Penns Grove, NJ 08069

Minutes of the Meeting November 6, 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, Hersell Smith, John Washington, Laverne Hill Margie Pollard, Carolina Valdez, James Grace, and Catherina Rutland

Absent:

APPROVAL OF MINUTES

A motion to approve the regular minutes of the October 2, 2019 meeting was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

A motion to approve the executive session minutes of the October 2, 2019 meeting was made by John 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 two vacant units at Penn Towers and four vacant units at Silver Run Park. Catherina explained that they have applicants to fill those units. However, she mentioned that they have two 4 bedroom units becoming available in the next few months and no waiting list for 4 bedrooms. She asked the Board to spread the word that we are accepting 4 bedroom unit applications.

Catherina reported that there were no new eviction cases at this time.

Catherina presented the monthly maintenance and unit report along with our latest financial statement.

Catherina reminded the Board that our annual Thanksgiving dinner sponsored by the Borough of Penns Grove was scheduled for Thursday, November 14th, 2019 at 12:00PM and she invited all Board members to attend.

Catherina thanked the Board for their support with the annual employee appreciation day that was held on November 1, 2019. She stated that these types of days help to boost morale and team bonding.

Catherina stated that our auditor, Francis McConnell completed our audit and that we should receive the audit report by the December Board meeting.

Catherina reminded the Board that the Penns Grove Housing Authority has a bus trip to Atlantic City scheduled on Tuesday, December 10, 2019. She asked the Board if they wanted to schedule the next bus trip for February. The Board agreed to continue having the bus trip every two months including the winter months. Catherina stated she would get out next bus trip scheduled.

Catherina was pleased to report that the 2019 Warrant for Resolution Initiative that was held in Silver Run on October 28, 2019 hosted by Volunteers of America was the most successful turnout to date. Catherina stated that they helped over 33 individuals with outstanding warrants and a total of 62 warrants were recalled. She told the Board that the Chief of the Prosecutors Office wanted to thank the Board for the use of the community room.

Catherina stated that enclosed in their packets was information on the Nelrod Consortium Conference being held in Las Vegas, Nevada on March 25, 2020 through March 28, 2020. Karen Wright, Ignacia Washington, Margie Pollard and Laverne Hill expressed interest in attending the conference. A motion was made by Hersell Smith to approve Karen Wright, Ignacia Washington, Margie Pollard and Laverne Hill to attend the Nelrod Consortium Conference. The motion was seconded by John Washington and approved unanimously by all present.

SIGNS FOR SILVER RUN

Catherina presented pictures of the five signs they ordered to be placed around our grounds for no trespassing, no smoking, no weapons, our criminal tip phone line for Salem County, and drug free school zone sign. Laverne Hill also recommended getting signs for pet owners to remove their dog waste. Catherina said she would order a pet waste removal sign and that all signs would be posted as soon as we receive them.

RAD UPDATE

Catherina presented written notes that she complied from a conference call with HUD to discuss repositioning options on October 4th. Catherina read and went over the notes with the Board about all of the options discussed with her. There was a lengthy discussion on the matter.

Catherina mentioned that our fee accountant stated that the consultant would be very expensive and some housing authority boards decided not to follow through with repositioning after paying thousands of dollars. Therefore, she stressed that we need to be fully committed to repositioning before hiring a consultant.

She presented sample copies of RFP ads and contracts for consultants that we could use to begin a draft. It was decided that we would table the RAD discussion until January. Catherina stated she would continue to reach out to the other housing authorities and conduct research on repositioning options.

OPERATIONAL AGREEMENT FOR PENNS GROVE COMMUNITY HOUSING INITIATIVE

Catherina stated that she mailed out to the Board earlier this week the revised Operational Agreement that our solicitor drafted for our new non-profit agency, Penns Grove Community Housing Initiative. Mr. Grace reviewed some of the changes he made to the agreement. After some discussion, a motion to approve the Operational Agreement for the Penns Grove Community Housing Initiative was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

**NEW BUSINESS**

FLOORING AND PAINTING AT PENN TOWERS

Catherina presented another sample for flooring at Penn Towers. After some discussion, it was decided that we would start by replacing the community room floors with tongue and groove wood flooring. Catherina advised that she would get three quotes with flooring samples for the next meeting.

Catherina stated that she would discuss with the accountant a financial plan to replace the floors in the hallways at Penn Towers for 2020.

DECEMBER BOARD MEETING

Karen Wright requested that the Board meeting date for December be changed to December 11th and the location to 28 S. Broad Street, Penns Grove, NJ 08069. After some discussion, a motion was made by John Washington to change the date and location as requested and it was seconded by Hersell Smith. The motion was unanimously approved by all present. Catherina stated she would place the ad in the newspaper to report the changes.

BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 14528 thru 14573, and no checks for Congregate, MOD, 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 October Board meeting.

PUBLIC PORTION

There was no public present at the meeting.

ADJOURNMENT

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