

January 22, 2018

Sunshine Law: This meeting is being held in conformance with the New Jersey Open Public Meeting Act, otherwise known as the "Sunshine law". It has been legally noticed in accordance with the law and copies have been given to those requesting the same.

- I. CALL TO ORDER
- II. ACTION ON PREVIOUS MINUTES
ACTION ON EXECUTIVE MINUTES
- III. COMMUNICATIONS
- IV. BILLS-None
- V. TREASURER'S REPORT- attached
- VI. ATTORNEY'S REPORT
- VII. PRD'S REPORT-attached
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT

CAUCUS MEETING: 6:30
Meeting- immediately following caucus meeting

GLOUCESTER CITY HOUSING AUTHORITY

Minutes for the November 27, 2017

CALLED TO ORDER AT: Charles Pacifico, Chairman

ROLL CALL:

	<u>PRESENT</u>	<u>ABSENT</u>
PACIFICO	X	
KORMANN	X	
MCSWEENEY	X	
DOUGHERTY	X	
MICHEL	X	
HAGAN	X	
KAIN	X	

OTHERS PRESENT: C. Wigginton, C Rowell, S. McElhatton,

ACTION ON PREVIOUS MINUTES

Motion to accept previous minutes M. McSweeney and seconded by P. Kormann. All those in favor, say aye.
Roll Call: Pacifico,-yes
Kormann,- yes, McSweeney,- yes Michel,-yes,
Dougherty- yes, Hagan,-yes- Kain, -Yes Motion passed

ACTION ON EXECUTIVE MINUTES:

Motion to accept previous executive minutes: R. Michel and seconded by M. McSweeney. All those in favor, say aye.
Roll Call: Pacifico,-yes Kormann,-yes, McSweeney,-yes, Michel-yes, Dougherty-yes, Hagan,-yes, Kain,-yes, Motion passed

COMMUNICATIONS: None

BILLS- none

TREASURER'S REPORT

Motion to accept Treasurers Report, G. Dougherty. All those in favor say aye. Roll Call: - Pacifico,-yes Kormann,-yes, McSweeney-yes, Michel,-yes, Dougherty,-yes, Hagan,-yes, Kain,-yes motion passed

ATTORNEY'S REPORT: -

Hagan - Received inquiry on judgement against former tenant. Determined judgment to not be against GCHA tenant.
Weldon - received tax foreclosure complaint naming GCHA due to judgment against former tenant.
Motion to accept previous executive minutes: R. Michel and seconded by M. McSweeney. All those in favor, say aye.
Roll Call: Pacifico,-yes Kormann,-yes, McSweeney,-yes, Michel-yes, Dougherty-yes, Hagan, -yes, Kain,-yes, Motion passed

PRD'S REPORT - see report attached

Motion to accept PRD's report, P. Korman and seconded by R. Michel. All those in favor say aye, Roll Call: Pacifico,- yes Korman,-yes, McSweeney, yes-Michel,- yes, Dougherty,-yes, Hagan, -yes Motion passed.

OLD BUSINESS: RAD application in process.

New Business:

Management Agreement Revision signed
Re-appointed Charles Kain Commissioner until May 14,2021, administered oath of office.

Adjournment:

Motion to adjourn. R. Michel and seconded by P. Kormann. All those in favor say aye, answered unanimously. Motion passed

Meeting immediately following caucus meeting.

PRD

Management, Inc.

Management Report for Gloucester Towne

Date: January 16, 2018

Prepared by: Carole Rowell

I. Financial Updates

1. Subsidy conversion – Rad conversion is moving forward. The HUD waiver for the phase I environmental reports was rescinded by HUD and is now in-process. The cost for these reports for Gloucester Towne and the 15 scattered site houses is \$7500. Once the phase I environmental reports are submitted to HUD, then should take four (4) weeks for HUD review. Target closing date is March 31, 2018
2. Monthly financial statements were sent to all commissioners in separate distribution.
3. Phase II environmental studies were complete in October/November- waiting for proposal for investigative work that they found for Gloucester Towne. This has been delayed due holidays. Pending prices for remedial work
4. Scott was able to draw down the CFP funds (\$125,561). These funds will be used (estimated costs)
 - Cash flow needs due to timing of City registration and Scattered site insurance - \$10K
 - Environmental Resolutions (Phase II) of RAD work \$17K
 - remaining \$98K into the R&R account.

II. Occupancy Updates

Overview of Vacancies	2015	2016	2017	2018
Turnovers YTD	18	116	10	0
# of Applicants on wait list	151	182	224	224
Local preference residents (If applicable)	10/3	3/8	9/14	9/14
Current Vacancies	0	0	0	0

Gloucester Towne/scattered sites-local preferences

III. Physical /Maintenance Updates

1. Regular Building Activities

- a. REAC inspection was last on: **6/25/15** Score was: 90c
- b. Bed bugs inspection: Last dog sweep on Gloucester Towne and scattered sites was performed on: 03/21/2017. Bed bugs detected in 2 apts.- treated and no bedbugs detected as of 5/15/2017
- c. Subsidy conversion: Rad Application was approved

2. YTD Building Upgrades & Related Costs

	Date	Cost
Carpet –Turnover Apt 212	07/28/2017	695.00
Due Diligence -Phase 1 –heros partner worksheet	7/31/2017	7500.00
P tac unit	08/01/2017	930.00
Carpet Turnover- apt 215	09/09/2017	695.00
Carpet turnover- apt 305	09/20/2017	695.00
Carpet turnover- apt 111- Living room only	10/08/2017	430.00
Carpet turnover apt 102	10/08/2017	695.00
Matter Bros- replace electrical panel- 335 Hudson	10/10/2017	1200.00
Cooper Roofing- seal community room roof	10/17/2017	1690.00
Chute masters- dryer vent cleaning- trash chute cleaning	10/19/2017	1055.00
Water heater- apt 318	11/10/2017	580.00
Carpet turnover Apt 502	12/12/2017	695.00

3. Planned and upcoming Maintenance Activities (Next 6-12 months)

Items Planned	Target Date	Proposed Cost

4. Things out to bid/ contracts awarded --- None

5. Other Maintenance issues if any -- None

IV. Resident Life & Activities Update (Manager or Social Services person)

List of recent and upcoming activities planned for Residents with attendance and cost info

Activity	Number attended	Date	Cost
Wi Bowling	10	Mon.nights	\$1.00
Tenant Assn Meeting-	25	11/14/17	Assn.
Bingo	15	Wed nights	\$3.00
Casino trip	10	11/14/2017	
Bowling Luncheon	10	11/13/2017	