

March 26, 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 January 22, 2018

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

ACTION ON PREVIOUS MINUTES

Motion to accept previous minutes P. Kormann and seconded by R. Michel. All those in favor, say aye.

Roll Call: Pacifico,-yes

Kormann,- yes, McSweeney,- yes Michel,-yes,

Dougherty- yes, Kain, -Yes Motion passed

ACTION ON EXECUTIVE MINUTES:

Motion to accept previous executive minutes: P. Kormann and seconded by R. Michel. All those in favor, say aye.

Roll Call: Pacifico,-yes Kormann,-yes, McSweeney,-yes, Michel-yes, Dougherty-yes, Kain,-yes, Motion passed

COMMUNICATIONS: None

BILLS- none

TREASURER'S REPORT

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

ATTORNEY'S REPORT: -

Hud Resident Commissioner Requirement, Fire Antenna & Riverwalk insurance renewals, reappointment of Commission Kain
Motion to accept previous executive minutes: R. Michel and seconded by P. Kormann. All those in favor, say aye.
Roll Call: Pacifico,-yes Kormann,-yes, McSweeney,-yes, Michel-yes, Dougherty-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:

Discussed Non-smoking policy

Adjournment:

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

Meeting immediately following caucus meeting.



Gloucester Towne's Management Report

1Q 2018 Summary

Prepared by: Carole Rowell

I. Financial Updates

1. Monthly financial statements were sent to all commissioners separately.
2. RAD (Rental Assistance Demonstration) Subsidy conversion project - Phase II environmental studies were completed on Feb 21. Test results indicated some levels of lead and benzo a pyrene in the tested soil. Environmental Solutions recommends we perform additional testing before we can plan remediation work. As of March 22, we have not received a proposal. Closing was delayed to the environmental remediation. Projected closing date is June 30, 2018.

II. Occupancy Updates – Building is fully occupied

Overview of Vacancies	2015	2016	2017	2018*
Turnovers	18	116	10	2
# of Applicants on waiting list	151	182	224	224
Local preference residents <i>Gloucester Towne/scattered sites</i>	10/3	3/8	9/14	9/14

(*) As of date of report

III. Physical /Maintenance Updates

1. Regular Building Activities

- a. REAC inspection was last on: **6/25/15** (90c) - 2018 inspection not yet scheduled
- b. Bed bugs inspection: Last dog sweep at Gloucester Towne and the Scattered Sites was performed on 3/21/2017. Bed bugs were detected in 2 apartments that were treated and cleared as of 5/15/2017. The next annual canine scheduled for April 2018.

2. Building Upgrades & Related Costs Last 12 months

Item	Date	Cost
Carpet Turnover apt 212	7/28/2017	\$695.00
Due Diligence -Phase 1 - heroes partner worksheet	7/31/2017	\$7,500.00
PTAC unit- HVAC	8/01/2017	\$930.00
Carpet Turnover apt 215	9/09/2017	\$695.00
Carpet Turnover apt 305	9/20/2017	\$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	\$1,200.00
Cooper Roofing- seal community room roof	10/17/2017	\$1,690.00
Chute masters- dryer vent cleaning- trash chute cleaning	10/19/2017	\$1,055.00
Water heater- apt 318	11/10/2017	\$580.00
Carpet Turnover Apt 502	12/12/2017	\$695.00
PTAC unit- HVAC	1/03/2018	\$930.00

3. Things out to bid/ contracts awarded

Item	Date	Cost
Domestic Circulating Pump	TBD	\$3,000.00
Hallway Painting (2 Hallways)	TBD	Out to Bid
Replace Exterior Maintenance Shop Door	TBD	Out to Bid
Repaint Mailboxes	TBD	Out to Bid

IV. Resident Life & Activities Update

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	03/13/18	Assn.
Bingo	20	Wed nights	\$3.00
Making Irish potatoes	10	03/09/18	Assn.
Crafts	10	Tues. nights	Assn.
Bingo	10	Mon. 2:00 pm	Assn.
Cards & Games	10	Thurs nights	Assn.
Various types of lunches provided 3 days a week	20	Tues, Wed, Thurs	\$3.00
Making Easter Candy	10	03/23/18	Assn
St. Patrick's Day Party	60	03/17/18	Free to assn \$5.00 guest