

June 25, 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 April 23, 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, Scott Schaeffer

ACTION ON PREVIOUS MINUTES

Motion to accept previous 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

ACTION ON EXECUTIVE MINUTES:

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

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

Motion to accept Treasurers Report, M. McSweeney 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

ATTORNEY'S REPORT

Rad conversion - environmental issues.

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 REPORT

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

OLD BUSINESS Rad application in process

NEW BUSINESS-

Scott reviewed 2018-2009 Budget- Motion to approve the 2018-2019 Budget. Michel and seconded by G. Dougherty. All those in favor say aye, Roll Call: Pacifico,- yes, Korman,-yes, McSweeney, yes-Michel,-yes, Dougherty,-yes, Kain,-yes, Motion passed.

Scott explained remediation process that Environmental Resolutions will be scheduling to complete.

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.



Gloucester Towne's Management Report

Meeting Date: June 25, 2018

Prepared by: Carole Rowell

I. Financial Update

1. Monthly financial statements were sent to all commissioners separately.
2. RAD (Rental Assistance Demonstration) is still in process. As recommended by Environmental Solutions, they performed additional testing for lead and benzo(a)pyrene on April 2, 2018. We are awaiting the results and estimate for the recommended remediation. We have been working with Environmental Resources, State DEP and HUD on getting this benzo(a)pyrene abatement requirement removed since the issue is a result of a historic event (prior to GCHA ownership - fire of lumber yard). The state has approved that waiver. HUD's environmental folks are reviewing same. Projected closing date with HUD is now September 30, 2018.
3. FYE 6/30/2019 Budget is still pending NJ DCA approval. Items requested by DCA have been submitted. The DCA audit report (pages) will be advertised in the GC News for year 2016 and 2017 and all years going forward.
4. GCHA was awarded of \$193,151. We are in process of updating the 5 year annual plan will HUD.
5. Legal Services bid comparison sheet is attached.
6. Audit proposal bid comparison sheet is attached.
7. An application was submitted for energy work via the PSE&G direct install program. First step is an energy audit for GT with the next step replacement of equipment, etc with a potential 70% payment by PSEG and GCHA would need to pay the 30% over the five (5) years at 0% interest. The theory is that the energy savings would result in less utility costs for GCHA which would be used to pay for the 30%. Once the energy audit report is received, the GCHA will decide if we want to proceed. There is no cost to the GCHA until an agreement would be made for capital replacement.

II. Occupancy Updates – Building is fully occupied.

Overview of Vacancies	2015	2016	2017	2018*
Turnovers	18	16	10	4
# of Applicants on waiting list	151	182	224	108
Local preference residents <i>Gloucester Towne/scattered sites</i>	10/3	3/8	9/14	11/8

(*) As of date of report

III. Physical /Maintenance Updates

1. Regular Building Activities

- a. The anticipated 2018 HUD REAC inspection for inspection has not yet been scheduled. Bed bugs inspection: Last dog sweep at Gloucester Towne and the scattered site houses was 04/23/2018. Bed bugs were detected in 1 apartment, and 2 houses. Both were treated and cleared as of 05/25/2018.

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
Replace & install exterior storage door	05/01/2018	\$835.00
Resident Mailbox repaint	04/26/2018	\$950.00

3. Things out to bid/ contracts awarded

Item	Date	Cost
Hallway painting (2 hallways)	06/12/18	\$2,350.00 per hall
322 powell- brick spalling \$65.00/hr mason \$45/hr laborer	06/12/2018	\$1750.00 TBD

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	06/12/18	Assn.
Bingo	20	Wed nights	\$3.00
Hot Dog Wednesday	20	Wed nights	Assn.
Ice cream social	20	06/08/18	\$3.00
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
Fathers Day Pancake Breakfast	50	06/17/18	Assn.
Camden County Road Show	25	06/11/18	Free

PRD

Bid Comparison Form

All items must be completed to be considered ready to submit

PROPERTY NAME: Gloucester City Housing Authority
NAME OF BID ITEM: Audit FYE 6/30/2018 and REAC submission
PERSON WHO OBTAINED BIDS: Scott Schaffer
PHONE NUMBER: (856) 486-1990

Bidder (Name & Address)	Date Bid was Received	Bid Amount	Describe the changes, differences, Extras, Hidden Costs, etc... (Why is it more, less than the others, etc)
#1 Joseph Bowley 27 W. Church Street Blackwood, Nj 08012	5/31/18	\$ 8,800.00	Audit \$8,250 REAC \$550
#2 Robert Kozak 1950 Old Gallows RD Suite 440 Vienna, VA 22182-3920	6/13/18		verbal \$9400 plus \$200 attend board meeting REAC included
#3 Wagner Sharer Murtaugh & Patrie Scott Brotz 1103 Laurel Oak RD suite 105 Voorhees, NJ 08043			none received

CHOICE FOR CONTRACT AWARD /REASON: Joseph Bowley & Associates
PREVIOUS CONTRACTOR NAME: (IF APP): Joseph Bowley & Associates
PREVIOUS CONTRACT TERMS & COST: \$8650
AMOUNT IN BUDGET: \$ \$ 9,300.00 BUDGET YEAR: Q/L #: 5155

ATTACHMENTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> BID SPECIFICATIONS | <input type="checkbox"/> CERTIFICATE OF INSURANCE (WORKERS COMP.) |
| <input type="checkbox"/> COPIES ALL BIDS (IF >\$2,000) | <input type="checkbox"/> CERTIFICATE OF INSURANCE (IF >\$5,000) |
| <input type="checkbox"/> W-9 (SIGNED) for CONTRACTOR OF CHOICE | <input type="checkbox"/> OTHER: |
| <input type="checkbox"/> PURCHASE ORDER # | |

Site Manager Approval:

Date:

PRD

Bid Comparison Form

All items must be completed to be considered ready to submit

PROPERTY NAME: Gloucester City Housing Authority

NAME OF BID ITEM: Legal Service

page 1 of 2

PERSON WHO
OBTAINED BIDS: Scott Schaffer

PHONE
NUMBER: (856) 486-1990

	Bidder (Name & Address)	Date Bid was Received	Bid Amount	Describe the changes, differences, Extras, Hidden Costs, etc... (Why is it more, less than the others, etc)
#1	Chuck Wigginton 32 S. Broadway Gloucester City, NJ 08030	5/29/18		\$400 per month plus \$150 per hour
#2	Timothy Higgins 1040 N. King...ghway Suite 300 Cherry Hill, NJ 08034			None received
#3	Crawford & MCElhatton 619 S. White Horse Pike Audubon, NJ 08106			sent letter of thanks but not in a position to submit a bid

CHOICE FOR CONTRACT AWARD /REASON: Chuck Wigginton

PREVIOUS CONTRACTOR NAME: (IF APP): Chuck Wigginton

PREVIOUS CONTRACT TERMS & COST: \$400 per month + \$150 per hour

AMOUNT IN BUDGET: \$ 14,300.00 BUDGET YEAR: G/L #: 5153

ATTACHMENTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> BID SPECIFICATIONS | <input type="checkbox"/> CERTIFICATE OF INSURANCE (WORKERS COMP.) |
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| <input type="checkbox"/> W-9 (SIGNED) for CONTRACTOR OF CHOICE | <input type="checkbox"/> OTHER: |
| <input type="checkbox"/> PURCHASE ORDER # | |

Site Manager Approval:

Date:

PRD Management, Inc. 457 Haddonfield Rd, Ste 705 Cherry Hill, NJ 08002 www.prd.net

PRD

Bid Comparison Form

All items must be completed to be considered ready to submit

PROPERTY NAME: Gloucester City Housing Authority
NAME OF BID ITEM: Legal Service page 2 of 2
PERSON WHO OBTAINED BIDS: Scott Schaffer
PHONE NUMBER: (856) 486-1990

	Bidder (Name & Address)	Date Bid was Received	Bid Amount	Describe the changes, differences, Extras, Hidden Costs, etc... (Why is it more, less than the others, etc)
#1	Sei Siciliano 16 S. Haddon Avenue Haddonfield, NJ 08033			not interested at this time
#2	Paul Dougherty 115 Black Horse Pike Haddon Heights, NJ 08035			None received
#3				

CHOICE FOR CONTRACT AWARD /REASON: Chuck Wigginton
PREVIOUS CONTRACTOR NAME: (IF APP): Chuck Wigginton
PREVIOUS CONTRACT TERMS & COST: \$400 per month + \$150 per hour
AMOUNT IN BUDGET: \$ 14,300.00 BUDGET YEAR: Q/L #: 5153

ATTACHMENTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> BID SPECIFICATIONS | <input type="checkbox"/> CERTIFICATE OF INSURANCE (WORKERS COMP.) |
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Site Manager Approval:

Date: