

August 27, 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 July 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, S. McElhatton

ACTION ON PREVIOUS MINUTES

Motion to accept previous minutes: R. Michel and seconded by C. Kain. All those in favor, say aye.

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

ACTION ON EXECUTIVE MINUTES:

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

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

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

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

**PRD REPORT**

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

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**OLD BUSINESS** Rad application in process

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**NEW BUSINESS-**

DEP Enviromental- Phase 2 of the Rad conversion.  
DCA Budget approval

Motion to approve DCA Budget. Michel and seconded by C. Kain. All those in favor say aye, Roll Call: Pacifico,- yes, Korman,-yes, Michel,-yes, Dougherty,-yes, Kain,-yes, Motion passed.

**Adjournment**

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

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**Meeting immediately following caucus meeting.**



## **Gloucester Towne's Management Report**

**Meeting Date: August 27, 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. Recent RAD conversion regulations required that Housing Authorities which have the RAD rents (GCHA RAD rents were established in 2014) submit correspondence to HUD requesting the rents be increased/updated. The change in regulations will result in an annual revenue increase post RAD closing of approx. \$85,000 with another increase in 10/1/2018. PRD sent the request to HUD with a revised subsidy change. We expect HUD's response within the next 30 days (estimated). Recommend GCHA give the president (or another representative) authorization to sign said agreement after legal review.
4. FYE 6/30/2019 Budget was approved by NJ DCA. Items requested by DCA were submitted. A hard copy of approved budget was received.
5. The DCA Audit Report (pages) will be advertised in the GC News for year 2016 and 2017 and all years going forward. The newspaper certifications for 2016 and 2017 were received and sent to NJ DCA, Paul Ewhert. GCHA was awarded of \$193,151. We are in process of updating the 5- year annual plan will HUD.

6. PSE&G Energy Saving Program: Gloucester Towne has applied to participate in the program. After the application is processed, Gloucester Towne would need to complete an energy audit. PSE&G will evaluate the current equipment (HVAC, hot water heaters etc.) and make recommendations to replace. The cost of equipment would be shared by both PSE&G and Gloucester Towne. Seventy percent (70%) will be paid 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. This is still progressing.

**II. Occupancy Updates** – Building is Fully Occupied.

Overview of Vacancies	2015	2016	2017	2018*
Turnovers	18	16	10	6
# of Applicants on Waiting List	151	182	224	110
Local Preference Residents <i>Gloucester Towne/scattered sites</i>	10/3	3/8	9/14	9/5

(\*) As of date of report

**III. Physical/Maintenance Updates**

**1. Regular Building Activities**

- a. The anticipated 2018 HUD REAC inspection has not yet been scheduled.
- b. Bed Bugs Inspection: Last dog sweep conducted at Gloucester Towne and the scattered site houses was on 4/23/2018. Bed bugs were detected in 1 apartment and 2 houses. Both were treated and cleared as of 5/25/2018.

**2. Building Upgrades & Related Costs Within Last 12 months**

Item	Date	Cost
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	5/01/2018	\$835.00
Resident Mailbox Repaint	4/26/2018	\$950.00
Carpet Turnover - Apt 317	7/20/2018	\$695.00
Carpet Turnover - Apt 508	7/20/2018	\$695.00

### 3. Items Out to Bid/Contracts Awarded

Item	Date	Cost
Hallway Painting (2 hallways) <b>Completed 8/17/18</b>	6/12/2018	\$2,350.00 per hall
322 Powell- Brick Spalling \$65.00/hr Mason \$45/hr laborer <b>IN PROGRESS</b>	6/12/2018	\$1750.00 TBD
Carpet - 33 S Burlington Street	8/13/2018	\$1890.00

#### **IV. Resident Life & Activities Update**

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

<b>Activity</b>	<b>Number Attended</b>	<b>Date</b>	<b>Cost</b>
Wii Bowling	10	Mon Nights	\$1.00
Tenant Assn Meeting	25	7/10/2018	Assn.
Bingo	20	Wed nights	\$3.00
Cards & Games	10	Thurs. nights	Assn.
Pizza party with music	30	8/12/2018	Assn.
Amerigroup Medicare plan seminar	10	8/13/2018	Free
Water Ice Wednesday	10	8/15/2018	Free
Root Beer Floats	20	8/29/2018	\$1.00