

February 25, 2019

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 28, 2019

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 P. Kormann. All those in favor, say aye.
Roll Call: Pacifico, -yes Kormann, -yes, McSweeney, -yes, Michel, -yes Kain -yes, Dougherty, -yes, Hagan, -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, McSweeney, -yes Kormann, -yes, Dougherty, -yes, Michel, -yes, Kain, -yes, Hagan, -yes
Motion passed

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

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

ATTORNEY'S REPORT

Rad conversion - pending
Discussed filling Executive Director vacancy.
Kathy Jentsch City Clerk retired, Vanessa Parent is her replacement. Resident Commissioner was posted, but no residents applied.

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

PRD REPORT

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

OLD BUSINESS

Rad application in process
DEP Environmental- Phase 2 of the Rad conversion.
Continued discussion on safety and security for residents & staff. Discussed possibility of hiring a security guard and/or security detection on exterior entrance doors. Met with ESS security company, and looking into other security options.

NEW BUSINESS

Continued discussion on safety and security for residents & staff. Still looking into other options of security.

Adjournment

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

Meeting immediately following caucus meeting.

PRD

Management, Inc.

Gloucester Towne's Management Report

Meeting Date : February 25, 2019

Prepared by: Carole Rowell

I. Financial Update

1. Monthly financial statements were sent to board members Pat Hagan and Charles Kain separately.
2. Recent RAD conversion is in its final stage. PRD engaged Dominion to update Property Condition Assessment report and the final assessment was sent for HUD's review on 2/8/2019. PRD followed up with a call to HUD to make sure progress is made. HUD expects the review to take 2 to 8 weeks. Also, Gloucester was awarded additional rent increase subject to RAD conversion. PRD will periodically follow up with HUD to check status and next steps.
3. PSE&G Energy Saving Program: Gloucester Towne has been qualified/approved to participate in the program. Gloucester Towne will receive approximately \$81,558.55 in energy efficient electrical fixtures (LED). Thirty percent (30%) of the cost for GCHA will be paid back at zero percent interest or \$679.65 per month. The projected energy costs savings are \$1035 per month. This will produce an approximate \$355 monthly NET savings.
Update: The Tri-State Energy team were out on 1/14 to inspect the current rooftop units. TriState is ready to go on lighting side, but wants to coordinate the installation of the lights within a few weeks of the HVAC. Once the HVAC is scheduled they will coordinate the lighting. As of 02/18 target date is tentatively early March.
4. James McGrath will be in attendance for the February 25th meeting.

II. Occupancy Updates – Building is Fully Occupied.

Overview of Vacancies	2016	2017	2018	2019*
Turnovers	16	10	12	02
# of Applicants on Waiting List	182	224	131	150
Local Preference Residents <i>Gloucester Towne/scattered sites</i>	3/8	9/14	7/12	11/14

(*) As of date of report

III. Physical/Maintenance Updates

1. Regular Building Activities

- a. Gloucester Towne is due to have the HUD REAC inspection scheduled this year. As of 2/12 no date has been scheduled by HUD.
- 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. After six months there has been no indication of bed bugs in either of these two units. Next inspection will be schedule for April.
- c. As directed by the GCHA board, a Suggestion Box was installed in the lobby. Also a notice was delivered to all residents in February letting them know they are welcome to express concerns or complaints to the management office at any time.
- d. Security- As of 2/19 In the process of coordinating a conference call with Greg Lau- ESS to discuss the one person entry system and/or other options.

2. Building Upgrades & Related Costs Within Last 12 months

Item	Date	Cost
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
Hallway painting (2)	6/12/2018	\$2,350 per hall
Carpet- Turnover - 33 S. Burlington Street	6/12/2018	\$1,890.00
Carpet- Turnover - Apt. 512	9/01/2018	\$695.00
Valcourt Window Washing	9/24/2018	\$1,650.00
Security Equipment and Software for Carole & Bob's Computers	10/01/2018	\$1,087.00
Carpet Turnover - Apt 402	11/16/2018	\$695.00
Carpet Turnover - Apt 412	12/6/2018	\$695.00
322 Powell - Brick Spalling	11/15/2018	\$820.00
Replacement of defective hot water coil valves in the two heat pump air handlers for comm room work in progress	02/12/2019	\$3340.00

3. Items Out to Bid/Contracts Awarded

Item	Date	Cost
No Items 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
Wii Bowling	10	Mon nights	\$1.00
Tenant Assn Meeting	25	02/05/2019	Assn.
Bingo	20	Wed nights	\$3.00
Cards & Games	10	Thurs nights	Assn.
Superbowl Party	20	02/03/2019	Assn.
Crafts	5	Tues nights	\$5.00
Valentines Day Coffee & Cake Larry Porter- musician	25	02/13/2019	Free
Clover Insurance Meeting	10	02/20/2019	Free
Hear USA Seminar	10	02/25/2019	Free
Floor Captain Meeting	09	02/27/2019	Free
Game Day	10	02/18/2019	Free

Move-out

Apt 219 Joyce Mayers 12/18/18

Apt 108 James Ficken 02/14/19

Move-in

Apt 219 Frank Griffith 1/11/19 (GC resident)

Apt 108 Bernadette Schmidt 2/22/19 (GC resident)