

July 22, 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 June 3, 2019**

**CALLED TO ORDER AT: Charles Pacifico, Chairman**

**ROLL CALL:**

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

**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:G. Dougherty and seconded by P. Hagan. 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, Management contract 7/30, no action for another year.

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

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### OLD BUSINESS

Rad application in process  
Continued discussion on safety and security for residents & staff. C. Kain still working with other security companies.

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### NEW BUSINESS

Continued discussion on safety and security for residents & staff. Checking out another system-will wait for trial.  
Hired RAD Attorney, Julie McGovern. Approved 2019-2020 Amended Budget. Motion to approve 2019-2020 Amended Budget, R.Michel and seconded by P. Kormann. All those in favor say aye, Roll Call: Pacifico,- yes, Korman,-yes, McSweeney,-yes, Michel,-yes, Kain,-yes,Dougherty -yes, Hagan-, yes, Motion passed.

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### Adjournment

Motion to adjourn, P. Hagan and seconded by M. McSweeney.  
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 : July 15,2019**

**Prepared by: Carole Rowell**

**I. Financial Update**

1. Monthly financial statements were sent to board members separately.
2. RAD update: We are looking at a September closing date. Julie McGovern, Roe & Cavanaugh has submitted the closing package to the RAD resource desk as required.
3. Audit and legal bids will be presented for board approval.

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

| <b>Overview of Vacancies</b>  | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019*</b> |
|---|-------------|-------------|-------------|--------------|
| Turnovers   | 16          | 10          | 12          | 4            |
| # of Applicants on Waiting List                                       | 182         | 224         | 131         | 148          |
| Local Preference Residents<br><i>Gloucester Towne/scottered sites</i> | 3/8         | 9/14        | 7/12        | 16/6         |

**(\*) 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 07/15/19 no date has been scheduled by HUD.
- b. Security- As of 05/28/19 we are working on different security door options- Received video for tailgate detection video. Working on getting a Trial run.
- c. 301 Hudson- RJM Construction completed the removal of the mud from the basement. RJM also disposed of the hot water heater, washer/dryer and resident's personal belongings. The city required drawings and scope of work to be furnished by an engineer/architect. Ron Faul, Architect provided the required documentation. We are currently on hold on repairs/replacements until further notice from our RAD attorney, Julie McGovern.
- d. 301 Hudson -We had asked our insurance adjuster to go out and access the damages, and give us a written report even though we do not have flood insurance. He did come out, and when we called him for the report, he said that he has bad news, His boss told him since we don't have flood insurance, he cannot write up a report.

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

| Item   | Date       | Cost       |
|--|------------|------------|
| Carpet Turnover - Apt. 317                                   | 7/20/2018  | \$695.00   |
| Carpet Turnover - Apt. 508                                   | 7/20/2018  | \$695.00   |
| 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 |
| Carpet Turnover - Apt 108   | 02/21/2019 | \$695.00  |
| Carpet Turnover - Apt 419   | 03/07/2019 | \$695.00  |
| Replace hot water valves in Community Room<br>River Mechanical Services   | 03/07/2019 | \$3340.00 |
| Carpet Turnover   | 07/12/2019 | \$695.00  |
| 301 Hudson- flood- support exterior wall & remove mud from the basement   | 07/02/2019 | \$4500.00 |

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

| Item  | Date       | Cost    |
|---|------------|---------|
| Lange Property Services- Landscaping - <b>Awarded</b> | 04/17/2019 | 8950.00 |

### 4. Occupancy Activity

#### Move-out

Apt 219 Joyce Mayers 12/18/18  
Apt 108 James Ficken 02/14/19  
Apt 419 Emily Walker 02/06/19  
Apt 303 Georgianna Onorato 05/8/19  
Apt 406 Marie Orsini 05/18/19

#### Move-in

Apt 219 Frank Griffith 1/11/19 (GC resident)  
Apt 108 Bernadette Schmidt 2/22/19 (GC resident)  
Apt 419 Clare Critchfield 03/08/2019 (GC resident)  
Apt 303 Josephine Fuchs 05/17/19 (GC resident)  
Apt 406 Joseph Mermonde 05/25/19 (GC resident)

#### **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      |
| Casino Trip                  | 20                     | 07/17/2019   | Assn.       |
| Bingo                        | 20                     | Wed nights   | \$3.00      |
| Cards & Games                | 10                     | Thurs nights | Assn.       |
| Sing-Along with Larry Porter | 20                     | 07/31/2019   | Free        |
| Ice cream nights             | 10                     | M-W-F        | \$1.00      |