

April 23, 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 March 26, 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: R. Michel and seconded by M. McSweeney. All those in favor, say aye.

Roll Call: Pacifico, -yes Kormann, - yes, McSweeney, -yes

Michel, -yes, Dougherty- yes, Kain -Yes, Hagan, yes,

Motion passed

ACTION ON EXECUTIVE MINUTES:

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

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

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

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

ATTORNEY'S REPORT

Rad conversion environmental issues. Reappointment, and administered oath for Patrick Hagan as Housing Authority Commissioner for a five year term-March 1,2018-February 28,2023.

Motion to accept previous executive minutes: G. Dougherty 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, Hagan,-yes, Motion passed

PRD REPORT

Motion to accept PRD's report, R. 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, Hagan, -yes Motion passed.

OLD BUSINESS Rad application in process

NEW BUSINESS

Patrick Hagan reappointed as commissioner for a five year term from March 1,2018-February 28, 2023. Office of oath administered.
Reorganization for Authority. Nominations for officers and elections. Motion to approve elections, R. 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, Hagan, -yes Motion passed.

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.



Gloucester Towne's Management Report

Meeting Date: April 23, 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, we performed additional testing for lead and benzo(a)pyrene on April 2, 2018. We are waiting on results and estimate for any recommended remediation. Projected closing date with HUD is still on track for June 30, 2018.
3. FYE 6/30/2019 Budget was reviewed with the budget committee on April 17th and needs to be adopted at the upcoming meeting.

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	260
Local preference residents <i>Gloucester Towne/scattered sites</i>	10/3	3/8	9/14	8/14

(*) As of date of report

III. Physical /Maintenance Updates

1. Regular Building Activities

- a. REAC inspection was last on: **6/25/15** (90c). The 2018 inspection not yet been scheduled. A Mock inspection was performed on April 4-6. All apartments, common areas, building systems, scattered sites were inspected. Once punch list of items is received by the inspector, we will begin addressing the issues in priority order.
- b. Bed bugs inspection: Last dog sweep at Gloucester Towne and the scattered site houses was 3/21/2017. Bed bugs were detected in 2 apartments that were treated and cleared as of 5/15/2017. The next annual dog sweep is scheduled for April 23 & 24th.

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
Hallway painting (2 hallways)	TBD	Out to Bid
Circulating pump	04/13/18	\$4000.00
Exterior door maintenance	04/13/18	\$835.00
Resident Mailbox repaint	04/13/18	\$800.00

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	04/10/18	Assn.
Bingo	20	Wed nights	\$3.00
Flower Planting	10	04/13/18	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
Association Spring Fling	50	04/14/18	Assn.
Spring Craft with Rene	5-10	04/23/18	\$5.00