

July 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 June 25, 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 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

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, Hagan, - yes Motion passed

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

Motion to accept Treasurers Report, P. Hagan 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

### 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, 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, Dougherty,-yes, Kain,-yes, Hagan,-yes Motion passed.

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OLD BUSINESS Rad application in process

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### NEW BUSINESS-

PSEG Audit scheduled. Discussed Senator Booker and the credit checks. DEP Enviromental- Phase 2 of the Rad conversion.

Resolutions 18-6-82, legal bid and 18-6-83, annual audit bid

Motion to approve Resolutions 18-6-82, 18-6-83. Michel and seconded by M. McSweeney. 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 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: July 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, 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 has been approved by 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. The newspaper certifications for 2016 and 2017 were received and sent to NJ DCA, Paul Ewhert.
4. GCHA was awarded of \$193,151. We are in process of updating the 5 year annual plan will HUD.
5. 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. 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	118
Local preference residents <i>Gloucester Towne/scattered sites</i>	10/3	3/8	9/14	14/7

**(\*) 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
Carpet Turnover- Apt 317	07/20/2018	\$695.00

### 3. Things out to bid/ contracts awarded

Item	Date	Cost
Hallway painting (2 hallways) in progress	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
Wii Bowling	10	Mon Nights	\$1.00
Tenant Assn Meeting	25	07/10/2018	Assn.
Bingo	20	Wed nights	\$3.00
Cards & Games	10	Thurs. nights	Assn.