

December 17, 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 November 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, S. McElhatton

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 Kain -yes, Dougherty, -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, McSweeney, -yes Kormann, -yes, Dougherty, -yes, Michel, -yes, Kain, -yes, Motion passed

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

Motion to accept Treasurers Report, G. Dougherty and seconded by M. McSweeney. All those in favor say aye. Roll Call: -

Pacifico, -yes, M. McSweeney, -yes, Kormann, -yes, Dougherty, -yes, Michel, -yes, Kain, -yes Motion passed

ATTORNEY'S REPORT

Rad conversion - pending

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

OLD BUSINESS

Rad application in process
DEP Environmental- Phase 2 of the Rad conversion.
Discussed safety and security for residents & staff. Discussed possibility of hiring a security guard and/or security detection on exterior entrance doors.

NEW BUSINESS

Continued discussion on safety and security for residents & staff. Discussed possibility of hiring a security guard and/or security detection on exterior entrance doors. Adopted Annual Audit Contract, Resolution 18-11-88.
Motion to accept Annual Audit, R. Michel 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, 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 : December 17, 2018

Prepared by: Carole Rowell

I. Financial Update

1. Monthly financial statements were sent to all commissioners separately.
2. Recent RAD conversion phase II has been completed. HUD will be assigning a HUD team member to handle the phase III (final stage) of the RAD conversion. As of 12/17/2018, GCHA has not been notified of the HUD phase III RAD specialist. This final phase is expected to be completed by 3/31/2019. HUD is requesting an updated Property Condition Assessments as the current provided is over 2 years old. PRD engaged Dominion for the PCA. Once received, the report will be submitted to HUD.
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. The next steps after signing the contract will be a pre-contract meeting, then it will take 4-5 weeks for the materials to be delivered. Start of the electrical fixture replacements to begin mid/end of January 2019. Contract signed at November 26, 2018 meeting.

II. Occupancy Updates – Building is Fully Occupied.

Overview of Vacancies	2015	2016	2017	2018*
Turnovers	18	16	10	12
# of Applicants on Waiting List	151	182	224	131
Local Preference Residents <i>Gloucester Towne/scattered sites</i>	10/3	3/8	9/14	7/12

(*) As of date of report

III. Physical/Maintenance Updates

1. Regular Building Activities

- a. As of 12/14, 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. After six months there has been no indication of bed bugs in either of these two units.

2. Building Upgrades & Related Costs Within Last 12 months

Item	Date	Cost
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
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

3. Items Out to Bid/Contracts Awarded

Item	Date	Cost
322 Powell- Brick Spalling \$65.00/hr Mason & \$45/hr laborer. Completed 11/15/2018 - waiting on invoice.	6/12/2018	\$820.00

IV. Resident Life & Activities Update

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

Activity	Number Attended	Date	Cost
Wii Bowling	10	Mon nights	\$1.00
Tenant Assn Meeting	25	12/11/2018	Assn.
Bingo	20	Wed nights	\$3.00

Cards & Games	10	Thurs nights	Assn.
Holiday Breakfast	30	12/12/2018	0.00
Christmas Party	50	12/15/2018	Assn
Crafts	5	Tues nights	\$5.00
Ugly Sweater and Sort Christmas Cards	10	12/20/2018	0.00