

August 26, 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 July 22, 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	

ACTION ON PREVIOUS MINUTES

Motion to accept previous minutes: M. McSweeney and seconded by C. Kain. All those in favor, say aye.

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

Motion passed

ACTION ON EXECUTIVE MINUTES:

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

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

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

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

### ATTORNEY'S REPORT

Rad conversion - pending

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

### PRD REPORT

Motion to accept PRD's report. M. McSweeney and seconded by P. Hagan. All those in favor say aye, Roll Call: Pacifico, - yes, Korman, -yes, McSweeney, -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. Scheduled for September 24, 2109.  
Approved Annual Audit Contract- Resolution 19-7-3, and Legal Contract, Resolution 19-7-2. Motion to approve Audit and Legal Contracts M. McSweeney and seconded by P. Kormann. All those in favor say aye, Roll Call: Pacifico, - yes, Korman, -yes, McSweeney, -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 : August 26, 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 late September closing date. Julie McGovern, Roe & Cavanaugh has submitted the closing package to the RAD resource desk as required. HUD has requested that we obtained the following:
  - Survey for 101 Market Street. Consulting Engineer Services is conducting the survey.
  - Flood insurance for 9 scattered site locations. Quotes are in process.
3. 301 Hudson: Julie McGovern has advised PRD that it would be in the best interest of the RAD conversion, to complete the repairs to this property. Our initial estimate was approximately \$40,000. We now need to hire an environmental company to remediate mold which has been discovered in the basement and first floor. Estimates from 3 companies are pending.

**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	6
# of Applicants on Waiting List	182	224	131	142
Local Preference Residents <i>Gloucester Towne/scattered sites</i>	3/8	9/14	7/12	16/7

**(\*) As of date of report**

### III. Physical/Maintenance Updates

#### 1. Regular Building Activities

- Gloucester Towne is due to have the HUD REAC inspection scheduled this year. As of 08/19/2019 no date has been scheduled by HUD.
- Building Security: Gloucester Towne is currently researching different security door options. We viewed the Tailgating detection video and have scheduled a demo for September 27, 2019.
- 301 Hudson- RJM Construction completed the removal of the mud from the basement on August 16. Over the past 2 weeks RJM has completed the following:  
Formed and poured the footing for the foundation wall  
Installed cinder block wall, wire mesh, and parged.  
Friday, 8/23 RJM will waterproof exterior wall. After the waterproofing material dries he will backfill which will finish the work on the foundation.

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

Item	Date	Cost
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
Carpet Turnover Apt 314	07/12/2019	\$695.00
301 Hudson- flood- support exterior wall & remove mud from the basement	07/02/2019	\$4500.00
129 Filmore- exterior soffit & fascia painting- Reac item	07/31/2018	\$1250.60
322 Powell- exterior soffit & fascia painting-reac items	07/31/2019	\$765.00

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

Item	Date	Cost
301 Hudson Mold remediation	08/19/2019	TBD

### 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  
Apt 314 Henry Sturmfels 07/15/19  
Apt 210 Florence Gedling 08/10/19

#### Move-in

Apt 219 Frank Griffith 1/11/19 (GC resident)  
Apt 108 Bernadette Schmidt 2/22/19 (GC resident)  
Apt 419 Clare Critchfield 03/08/19 (GC resident)  
Apt 303 Josephine Fuchs 05/17/19 (GC resident)  
Apt 406 Joseph Mermonde 05/25/19 (GC resident)  
Apt 314 Ethel Cattell 08/01/19 (GC resident)  
Apt 210 Helenann Cattell 08/19/19 (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
Bingo	20	Wed nights	\$3.00
Cards & Games	10	Thurs nights	Assn.
Ice cream nights	10	M-W-F	\$1.00