

February 22, 2021

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
- 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 January 25, 2021 Meeting

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, S. McElhatton, L. Warner.

ACTION ON PREVIOUS MINUTES

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

ACTION ON EXECUTIVE MINUTES: None

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: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, M. Dougherty, - yes, R. Michel, - yes, P. Hagan, - yes, P. Kain - yes, Motion passed.

ATTORNEY'S REPORT

COVID 19 - Pandemic Emergency

Gloucester Towne Community Room was used as a polling place for the November 3rd, 2020 General Election. The use of our facility proved to be successful with no adverse or problematic issues.

Gloucester City Mayor and Council reappointed Commissioner McSweeney as Housing Authority Commissioner for a (5) five-year term from March 1, 2021 through February 28, 2026. Mr. McSweeney will be sworn in at the February 22, 2021 meeting of the Board of Commissioners.

Motion to accept Attorney's report: R. Michel and seconded by P. Kormann. All those in favor, say aye.
Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, M. Dougherty, - yes, R. Michel, - yes, P. Hagan, - yes, P. Kain - yes, Motion passed.

PRD REPORT

Motion to accept PRD's report. R. Michel and seconded by P. Kormann. All those in favor, say aye.
Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, M. Dougherty, - yes, R. Michel, - yes, P. Hagan, - yes, P. Kain - yes, Motion passed.

OLD BUSINESS NONE

NEW BUSINESS

On January 7, 2021, Gloucester City Mayor and Council reappointed Commissioner McSweeney as Housing Authority Commissioner for a five-year term for March 1, 2021 through February 28, 2026.

Board Chairman needs to appoint members to the Finance Committee. The Finance Committee will meet in March to review the 2021-2022 Budget.

Adjournment

Motion to adjourn, R. Michel and seconded by P. Kormann. All those in favor say aye, answered unanimously. Motion passed.

Meeting immediately following caucus meeting.



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Meeting link:

GCHA Board Meeting

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United States: +1 (224) 501-3412

Access Code: 893-934-853



Gloucester Towne’s Management Report

Meeting Date: February 22, 2021

Prepared by: LisaMarie Warner

I. Financial Update

1. Monthly financial statements were sent to board members under separate cover.
2. Subsidy payment: Current on all subsidy payments.

II. Occupancy Updates – Currently 100% occupied

| Overview of Vacancies | 2018 | 2019 | 2020 | 2021 * |
|-----------------------------------------------------------------------|-------------|-------------|-------------|-------------------|
| Turnovers | 12 | 10 | 7 | 4 |
| # of Applicants on Waiting List | 131 | 167 | 58 | 74 |
| Local Preference Residents <i>Gloucester Towne/Scattered Sites</i> | 7/12 | 11/6 | 6/0 | 11/2 |

06/01/20- Purged waiting list

(*) As of the date of the report

III. Physical/Maintenance Updates

1. Regular Building Activities

Covid-19 update:

- No positive cases have been reported to management as of February 19, 2021.
- Our maintenance staff has been working continuously sanitizing common areas, hallways, community room, etc, to prevent the Corona Virus.
- The cleaning company performs a deep cleaning of all common areas on a weekly basis.
- Residents have received updated notices regarding the Corona Virus as information becomes available.
- The office staff is back in the office full time. The office is closed to visitors.

- Rene spoke with Lori Ryan regarding the COVID-19 Vaccination. We have been instructed to have everyone register with Camden County website through their MYCHART.ORG account.

How it will work:

- The resident registers-they will get a scheduled date (around Sept)
- They will then bring that to us and we will list them on a spread sheet, as has transportation or needs transportation.
- We will send that spread sheet to Camden County.
- They will reschedule our tenants in blocks and provide the bus to and from our location.
- They will notify me when and who is rescheduled.
- I will notify the tenants to be in the lobby to get the bus on that specific day and time.

Lori has also offered to come down and help us get everyone signed up. Lori and Rene are working on coordinating a date for that.

We have already received the spreadsheet from Ashley Hagan the Mayor's Aide, Rene has a Flyer going out to the tenants to sign up for assistance in signing up.

2. Building Upgrades & Related Costs for 2021

| Item | Date | Cost |
|----------------------------------------|------------|----------|
| Apt. 217 – Carpet Turnover & Cove Base | 01/05/2021 | \$795.00 |
| Apt. 405 – Carpet Turnover & Cove Base | 01/14/2021 | \$795.00 |
| Apt. 201 – Carpet Turnover & Cove Base | 02/02/2021 | \$795.00 |
| Apt. 319 – Carpet Turnover & Cove Base | 02/11/2021 | \$795.00 |
| | | |

3. Items Out to Bid/Contracts Awarded

| Item | Date | Cost |
|------|------|------|
| N/A | | |

4. Occupancy Activity

Move out

Rodgers – Apt. 313 11/30/2020
 Bird - Apt. 511 12/01/2020
 Scott – Apt. 217 12/13/2020
 Henry – Apt. 405 12/21/2020
 Villanova – Apt. 201 01/21/2021
 Cunningham – Apt. 319 01/25/2021

Move in

C. Hampton – 01/01/2021
 E. Zehner – 12/11/2020
 S. Smith – 01/20/2021 (GC Resident)
 J. Curcio – 02/03/2021 (GC Resident)
 T. DiCarlo – 02/10/2021 (GC Resident)
 E. Brooks – 02/26/2021 (GC Resident)

IV. Resident Life & Activities Update

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

| Activity | Number Attended | Date | Cost |
|-----------------------------------------|-----------------|------|------|
| All activities canceled due to COVID-19 | | | |