

March 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 February 22, 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:

**Motion to accept Previous Executive Minutes:** R. Michel and seconded by C. Pacifico. 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.

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

**Motion to accept Treasurers Report:** M. Dougherty and seconded by R. Michel. 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

Commissioner McSweeney was sworn in at the February 22, 2021 meeting.

Commissioner Charles Kain's appointment from the Commissioner of the Department of Community affairs is set to expire on May 14, 2021. We will advise the Commission of the pending appointment and Commissioner Kain's willingness to serve if reappointed.

COVID Vaccine for Gloucester Towne Tenants - staff is working with the Gloucester City Community Development office to arrange for accommodations for any Gloucester Town residents wishing to be vaccinated at the Camden County Vaccination site.

Pet Deposit - Management has inquired whether it would be permissible to reinstitute the collection of Pet Deposits for tenants with pets. We revisited this issue and determined that notwithstanding that pet deposits may be permitted under federal section 8 housing law, it is well established that a pet deposit, in fact, constitutes an additional security deposit and cannot be charged under New Jersey law (unless the total combined security deposit and pet deposit is less than 1.5 times the monthly rent). Therefore, no pet deposits should be collected by the GCHA.

Tenancy Matters - Eviction actions and residential lockouts in New Jersey continue to be stayed in the New Jersey Superior Courts pursuant to the Governor's executive orders and emergency powers through at least May 17, 2021.

Motion to accept Attorney's report: C. Pacifico and seconded by R. Michel. 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. C. Pacifico and seconded by R. Michel. 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

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**NEW BUSINESS**

Board Chairman appointed the following board commissioners to the Finance Committee, R. Michel, P. Kormann and M. McSweeney. The Finance Committee will meet in March to review the 2021-2022 Budget.

**Motion to accept Finance Committee:** M. Dougherty 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.

**Adjournment**

Motion to adjourn, C. Pacifico 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: March 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**

| <b>Overview of Vacancies</b>  | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b><br>* |
|---|-------------|-------------|-------------|------------------|
| Turnovers   | 12          | 10          | 7           | 6                |
| # of Applicants on Waiting List                                       | 131         | 167         | 58          | 82               |
| Local Preference Residents<br><i>Gloucester Towne/Scattered Sites</i> | 7/12        | 11/6        | 6/0         | 1/2              |

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.

- On March 2, 2021 we had a registration event for the building with the assistance of Lori Ryan-Director of Community Development and Ashley Trusdell - Secretary to the Mayor. We signed up 40 tenants for vaccination dates with [mycooperhealth.org](http://mycooperhealth.org). 10 tenants were already registered, and their scheduled appointments all got bumped up.
- COVID Vaccine for Gloucester Towne Tenants Vaccination Event was on March 17<sup>th</sup>, 2021. We had 33 residents received the Johnson & Johnson.
- Currently as of today 54 tenants are vaccinated.

## 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 |
| Apt. 216 – Carpet Turnover & Cove Base | 03/11/2021 | \$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

### Move in

C. Hampton – 01/01/2021

|                                  |  |
|----------------------------------|--|
| Bird - Apt. 511 12/01/2020       | E. Zehner – 12/11/2020                 |
| Scott – Apt. 217 12/13/2020      | S. Smith – 01/20/2021 (GC Resident)    |
| Henry – Apt. 405 12/21/2020      | J. Curcio – 02/03/2021 (GC Resident)   |
| Villanova – Apt. 201 01/21/2021  | T. DiCarlo – 02/10/2021 (GC Resident)  |
| Cunningham – Apt. 319 01/25/2021 | E. Brooks – 02/26/2021 (GC Resident)   |
| Lennox – Apt. 212 02/28/2021     | D. Commisso – 03/08/2021 (GC Resident) |
| Dillon – Apt. 216 02/28/2021     | M. Newsham – 03/15/2021 (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 |                 |      |      |