

June 28, 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 April 26, 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, S. Zaouali, C. Cruz Diaz, 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:** P. Kain and seconded by M. Dougherty. All those in favor, say aye.  
Roll Call: C. Pacifico - A, P. Kormann - yes, M. McSweeney -yes, M. Dougherty, - yes, R. Michel, - A, P. Hagan, - yes, P. Kain - yes, Motion passed.

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

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

### ATTORNEY'S REPORT

Commissioner Charles Kain's pending appointment.

COVID Vaccine for Gloucester Towne Tenant was successfully.

Gloucester City Urban Renewal - 34A North King Street working with Tax Assessor's office to remove the listing of the Housing Authority as the owner.

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 June 17, 2021.

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

### PRD REPORT

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

### OLD BUSINESS NONE

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### NEW BUSINESS

Grievance Policy - The GCHA Grievance Procedures requires the Board of Commissioners to select a hearing panel. Board has authorized Chuck to reach out to (3) three professionals.

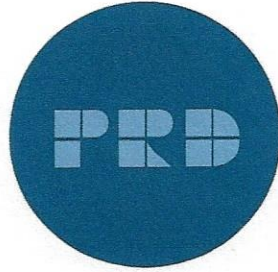
Motion to accept approved resolutions: C. Pacifico and seconded by R. Michel. All those in favor, say aye.  
Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, M. Dougherty, - yes, R. Michel, - yes, P. Hagan, - yes, P. Kain - yes, Motion passed.

### Adjournment

Motion to adjourn, P. Kain and seconded by M. Dougherty. All those in favor say aye, answered unanimously. Motion passed.

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**Meeting immediately following caucus meeting.**



**To:** The Board Members of Gloucester Towne

**From:** PRD Management, Inc.

**Re:** Materials for next Board Meeting

**Date:** June 25, 2021

On the following pages, attached, please find the agenda, April Meeting minutes, and current Management activity report for the property. Please let this serve as a reminder that the next **Board Meeting** will be on **Monday, June 28th, 2021, at 6:30 pm IN PERSON.**

Thank you,

Heather Ireland





## Activity Report for Gloucester Towne as of 06.24.2021

### Financial updates & Board Action Items:

The 2021-22 Budget was approved by DCA/HUD.

Attorney bids for the annual service contract will be presented for board approval

### Occupancy / Vacancy updates:

This property is 100 %\* occupied as of this report.

Overview of Vacancies	2018	2019	2020	2021
# of Applicants on waitlist	131	159	58	106
Apartment Turnovers	12	11	14	8
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	N/A	N/A
*pending MI this month				

**Special Claims: None at the present time.**

### Physical / Maintenance updates:

#### Inspections

- HUD REAC inspections: Due to COVID19, all REACs were postponed, and have not been rescheduled. The HUD Protocol is reportedly changing and will soon include resident units and resident survey information as part of the scoring.
- Other annual inspections:
  - No inspections scheduled
  - Bedbugs & Pest Management  
We have had 1 confirmed case of bedbugs in the past 6 months.

Large Maintenance Items Completed Last 6 months	Date	Cost
Roof - Repair Open Seams and Flashing/with new EPDM Cover Tape	04.19.2021	3,150.00
4th Floor Long Hallway - Installed new carpet	05.05.2021	3,000.00

Large Maintenance Items planned for the next 6 months	Target Date	Est Cost
Parking Lot - Coating & Striping	07/2021	5,800.00
Front Security Entry Doors	TBA	20,585.00
Rear Security Entry Doors	TBA	19,150.00
Trash Room Floor Coating	05.20.2021	2,531.25
Boiler - Weil McLain HW Boiler Replacement Parts - sensor damaged from internal leak, boiler out of service	06.30.2021	3,290.00
Boiler - Replacement of Heat Exchange - under warranty	06.30.2021	3,198.20

**Other Maintenance Updates & Special Projects**

**1st Floor Front & Rear Lobby - Stripe Wallpaper & Paint - Date to be determined**

### **Resident Life and Activities:**

- 5/21/21 & 6/17/21- We held Bingo Events 6 tenants attended .
- 5/19/21 we had Trinity Health Program who did a presentation on the patio. 15 tenants attended
- 6/8/21- We hosted the Camden County Voting booths in the Community Room
- 6/9/21 -We opened the Community Room for use during business hours- with an event serving Hotdogs, baked beans & iced tea. 20 tenants attended
- 6/11/21- St. Mary's held Communion in the Community Room. 5 tenants attended
- 6/11/21- 10am-2pm we had an Alex's Lemonade Stand fundraiser -we raised \$230.25 as our Summer community service project. ( I ordered the Lemonade Days kit for 2 events)
- 6/16/21- Caption Call information seminar(Free amplified -digital phones for seniors) 12 tenants attended
- 6/16/21-Camden County Senior & Disabled -here to distribute Fruit & veggie Vouchers for all tenants who signed up and completed application. 21 tenants attended
- 6/21/21 - PSEG POWER OUTAGE- 2 HOURS all tenants were notified and reminded every day the week before- Gloucester Heights Senior Center was procured with transportation through SENHAN available for 2 trips at 10 AM- and 2 return trips at Power Return- NO TENANTS signed up for this. (10 tenants went to ShopRite this day 5more than normal trips- a few went to stay with family -most stuck it out at the building.
- 6/24/21 fruit & veggie voucher pick up for 5 additional tenants.(Gorman Manor Pick up)

### **FUTURE EVENTS:**

Yardzee game day

BINGO-Prizes have been donated by Catholic Daughters

Water Ice - Wednesday

Alex's lemonade stand -August Lemonade days

PIZZA DAY

BINGO WITH TRINITY HEALTH

### **COVID-19 Updates:**

For the calendar year to date, there have been:

- [7] COVID-19 cases reported by residents.
- [0] COVID-19 cases reported by site staff.

The community room will reopen for resident use on 7/6/2021. Notices have been delivered with the following instructions, Residents who are fully vaccinated are not required to wear a facemask. If a resident is not fully vaccinated, a mask is required. This also applies to visitors coming into the building. The staff continues to diligently sanitize all common areas and touchpoints. We continue to distribute PPE (masks/hand sanitizers) newsletters, and educational materials to residents, monthly and as needed.

Other / Misc. updates

None at the present time.