

September 27, 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 July 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 and L. Warner.

ACTION ON PREVIOUS MINUTES

Motion to accept Previous Minutes: M. McSweeney - yes 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, C. Kain - yes, Motion passed.

ACTION ON EXECUTIVE MINUTES:

Motion to accept Previous Executive Minutes: R,Michel and seconded by C.Kain. 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, C. Kain - yes, Motion passed.

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, C. Kain - yes, Motion passed.

ATTORNEY'S REPORT

Commissioner Charles Kain's holdover pending appointment.

Grievance Policy - GCHA Board of Commissioners has selected a hearing panel. Gloucester Towne has delivered GCHA Resident Association for a 30-day written comment period. After 30 days the Board Commissioners can adopt a resolution appointing the Grievance Panel Officers.

New Jersey Fair Chance in Housing Act - reviewing statute regarding landlords from requiring a housing applicant to disclose their criminal history on housing application.

Tenancy Matters - Eviction actions and residential lockouts in New Jersey - we were advised that they did not expect the process to be back to normal until at least January 2022.

Motion to accept Attorney's report: P. Kain 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.

PRD REPORT

Motion to accept PRD's report. 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, C. Kain - yes, Motion passed.

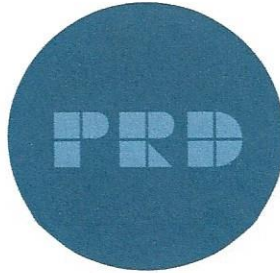
OLD BUSINESS None

NEW BUSINESS None

Adjournment

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

Meeting immediately following caucus meeting.



To: The Board Members of Gloucester Towne

From: PRD Management, Inc.

Re: Materials for next Board Meeting

Date: September 20, 2021

On the following pages, attached, please find the current Management activity report for the property. Please let this serve as a reminder that the next **Board Meeting** will be on **Monday, September 27th, 2021, at 6:30 pm via Zoom.**

Join Zoom Meeting

<https://us06web.zoom.us/j/84977639745?pwd=OVAyYVI4TnlYSkpNdHFpbG9ha3p5dz09>

Join by phone

1-929-436-2866

Meeting ID: 849 7763 9745

Passcode: 057629

**Thank You,
Heather Ireland**



Activity Report for Gloucester Towne as of 09.17.2021

Financial updates & Board Action Items:

The Property operates well, the expenses are in line with budget and the staff keeps units occupied.

The 2020 Financial audit will be presented this month for board review.

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	108
Apartment Turnovers	12	11	14	11
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	N/A	N/A
*pending MI this month				

Special Claims: \$862.00 submitted for approval on 09.16.2021.

Physical / Maintenance updates:

Inspections

- HUD REAC inspections: Scheduled on October 13th 2021. The Gloucester Towne maintenance staff are working on preparing for the inspection.
- Other annual inspections:
 - No other inspections scheduled as of now.
 - 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
Trash Room Floor Coating	5/20/2021	2531.25

Large Maintenance Items planned for the next 6 months	Target Date	Est Cost
Parking Lot - Coating & Striping	TBA	5,800.00
Front Security Entry Doors	TBA	20,585.00
Rear Security Entry Doors	TBA	19,150.00
Boiler - Weil McLain HW Boiler Replacement Parts - sensor damaged from internal leak, boiler out of service	10.01.2021	3,290.00
Boiler - Replacement of Heat Exchange - under warranty	10.01.2021	3,198.20

Other Maintenance Updates & Special Projects

1st Floor Front & Rear Lobby - Stripe Wallpaper & Paint - Date to be determined and when funds are available..

Resident Life and Activities:

We have not had any events yet this month.

Yardzee Game day is scheduled for Sept. 24, 2021 @ 10:00am

Alex's lemonade stand fundraiser will be held on Sept 29 in the lobby.

The Community room remains opened -but the tenants are not using it.

FUTURE EVENTS:

BINGO-Prizes have been donated by Catholic Daughters

PIZZA DAY

BINGO WITH AMERIGROUP HEALTH

COVID-19 Updates:

For the calendar year to date, there have been:

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

Notices have been delivered and posted at both entrances and on the office window , with the following instructions, Masks are required for ALL Residents & Guests regardless of vaccination status. 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.