

November 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 September 27, 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, and S. Pollack.

ACTION ON PREVIOUS MINUTES

Motion to accept Previous Minutes: M. McSweeney - yes 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.

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: C. 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, C. Kain - yes, Motion passed.

ATTORNEY'S REPORT

Commissioner Charles Kain's holdover pending appointment.

Grievance Policy - GCHA Board of Commissioners has adopted a resolution appointing the Grievance Panel Officers.

2019-2020 Gloucester City Housing Authority Audit - completed an opinion letter to Joseph W. Bowley regarding no threatened claims, litigation, or assessment against GCHA.

Gloucester Towne Community Room - Polling Place set for November General election.

New Jersey Fair Chance in Housing Act - discussed Landlords can ask on an initial rental application if a person is a registered sex offender or was convicted of making meth in federal assisted housing.

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: C. Pacifico and seconded by P. 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, 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 - 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

Steve Pollack joined the Zoom meeting to discuss the Financial Audit for year ending June 2020 to the Board Commissioners.

Adjournment

Motion to adjourn, P. Kain and seconded by P. Hagan. 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: November 17, 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, November 22nd, 2021, at 6:30 pm in person.**

**Thank You,
Heather Ireland**



Activity Report for Gloucester Towne as of 11.15.2021

This month's board meeting will be held at 6:30 pm at Gloucester Towne.

Financial updates & Board Action Items:

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

2020 Rent Increase approved in October 2021 this was due to HUD delays in approving. Preparing 2021 Rent Increase to submit to HUD.

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	121
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: On October 18th 2021 we received 97c.. Next REAC will be scheduled in 2024/2025.
- Other annual inspections:
 - Gloucester City Housing And Building Annual Rental Registration Inspections. Building Inspectors are notifying management by Block/Lot numbers. Gloucester Towne is scheduled for December 8th 2021 for 91 units.
 - 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
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

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
228 Hudson Street - Exterior Stone Wall - Painting	TBA	7,500.00

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:

HOLIDAY MEAL PROGRAM: Golden Age Community Senior Services- will be providing Thanksgiving meals to those individuals who signed up. (this will also be provided in Dec.)

COVID BOOSTER EVENT with MT. Holly Pharmacy December 8 -
(This event will have all 3 boosters and the flu shot available)

The Community room remains opened - the residents are using the room on a limited basis.

FUTURE EVENTS:

DEC

HOLIDAY DOOR DECORATING CONTEST

GT FAVORITE RECIPES BOOK

JAN

Quarterly Birthday Party -2022 (if safe to do so)

BINGO-Prizes have been donated by Catholic Daughters

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.