

August 22, 2022

**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 June 27, 2022 Meeting

**CALLED TO ORDER AT:** Charles Pacifico, Chairman

ROLL CALL:

	<u>PRESENT</u>	<u>ABSENT</u>
PACIFICO	X	
KORMANN	X	
MCSWEENEY	X	
HAGAN	X	
KAIN	X	
Michel	X	
WALSH	X	

Others Present- C. Wigginton, S. Mc Elhatton, L. Warner, and R. Cruz-Diaz.

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, R. Michel, - yes, P. Hagan, - yes, C. Kain - yes, E. Walsh, - yes, Motion passed.

ACTION ON EXECUTIVE MINUTES:

**Motion to accept Previous Executive 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, R. Michel, - yes, P. Hagan, - yes, C. Kain - yes, E. Walsh, - yes, Motion passed.

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT:

**Motion to accept Previous Treasure's Report:** R. Michel - yes and seconded by P. Hagan. All those in favor, say aye.  
Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, R. Michel, - yes, P. Hagan, - yes, C. Kain - yes, E. Walsh, - yes, Motion passed.

### ATTORNEY'S REPORT

Tenancy Matters - Eviction actions and residential lockouts in New Jersey, now have mandatory mediation which now required prior to the court scheduling an actual trail for a judgment for possession.

Coast Guard Pier Redevelopment - The Capodagli Property Company detailed drawings and plans for the development was not submitted for this meeting to address the property use only.

Motion to accept Attorney's report: C. Kain - yes and seconded by P. Hagan. All those in favor, say aye.

Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, R. Michel, - yes, P. Hagan, - yes, C. Kain - yes, E. Walsh, - yes, Motion passed.

### PRD REPORT

Motion to accept PRD's report: R. Michel - yes and seconded by P. Hagan. All those in favor, say aye.

Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, R. Michel, - yes, P. Hagan, - yes, C. Kain - yes, E. Walsh, - yes, Motion passed.

OLD BUSINESS      None

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### NEW BUSINESS

Approved Annual Legal Contract, Resolution 22-06-40.

Motion to accept approved resolution: P. Hagan - yes and seconded by E. Walsh. All those in favor, say aye.

Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, R. Michel, - yes, P. Hagan, - yes, C. Kain - yes, E. Walsh, - yes, Motion passed.

Approved 2022 Certification of Authority Capital Budget/Program, Resolution 22-06-41.

Motion to accept approved resolutions: P. Hagan - yes and seconded by E. Walsh. All those in favor, say aye.

Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, R. Michel, - A, P. Hagan, - yes, C. Kain - A, E. Walsh, - yes, Motion passed.

### Adjournment

Motion to adjourn, P. Hagan and seconded by P. Kormann.

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:** August 16, 2022

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, August 22, 2022, at 6:30 pm in person.**

**Thank You,  
Heather Ireland**



## Activity Report for Gloucester Towne as of 08.09.2022

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.

Occupancy /Vacancy updates:

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

Overview of Vacancies	2019	2020	2021	2022
# of Applicants on waitlist	159	58	121	164
Apartment Turnovers	11	14	11	10
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	N/A	N/A
<i>*pending MI this month</i>				

**Special Claims:** \$181.00 was approved and will be paid on September 2022 HAP Voucher.

### 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.
  - 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
459 North Fillmore -Garage Roof Replacement	03.22.2022	3,460.00
228 Hudson Street - Exterior Stone Wall - Painting	04.29.2022	5,600.00

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

**Other Maintenance Updates & Special Projects**

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

Security upgrades - ESS (Electronic Security Solutions) have been contacted to schedule a security survey and provide recommendations to improve on the building security.

**Resident Life and Activities:**

SAFETY MEETING: 6/22/22 GC FIRE/POLICE/HOUSING PRD VP AND GCHA STAFF- (50 TENANTS ATTENDED) RECAP OF MEETING SENT TO ALL RESIDENTS

FARMERS MARKET VOUCHER SIGN UP & DISTRIBUTION: 7/13/22\_(32 TENANTS ATTENDED)

BINGO: 7/6/22 CANCELED- 2 PEOPLE SIGNED UP

**FUTURE EVENTS; -scheduled**

ALEX'S LEMONADE STAND FUND RAISER :8/24/22 LEMONADE & CUPCAKES

RESORTS CASINO TRIP-9/14/22-(RESIDENT GROUP)

BINGO- 8/17/22 @ 2PM- WITH AMERIGROUP

TRIVIA: 8/31/22 @2PM

LABOR DAY EVENT -WATERICE

**COVID-19 Updates: for year 2021-2022 current date**

For the calendar year to date, there have been:

- [11] 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 strongly recommended for anyone who is not vaccinated

**Other / Misc. updates**

None.