

**January 23, 2023**

**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 November 28, 2022 Meeting**

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

**ROLL CALL:**

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

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

**ACTION ON PREVIOUS MINUTES**

**Motion to accept Previous Minutes:** P. Kormann - yes and seconded by R. Michel. 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 - A, 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 - A, 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 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 - A, E. Walsh, - yes, Motion passed.

**ATTORNEY'S REPORT**

Coast Guard Pier Redevelopment - No changes, still pending regarding Capodagli Property Company detailed drawings and plans for the development was not submitted for this meeting to address the property use only.

Installation of City Digital Monitor - waiting for an agreement with the city governing body prior to installation in our Community Room.

Juvenile Trespass Incident - under investigation of the juveniles who trespassed in Gloucester Towne on September 23<sup>rd</sup>, 2022.

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.

**Motion to accept Attorney's report:** C. Pacifico - 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 - A, E. Walsh, - yes, Motion passed.

**PRD REPORT**

**Motion to accept PRD's report:** M. McSweeney - yes and seconded by R. Michel. 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 - A, E. Walsh, - yes, Motion passed.

**OLD BUSINESS** Per the Board directions the cost of implementing 24-hour service has been reviewed and discussed at the meeting.

**NEW BUSINESS**

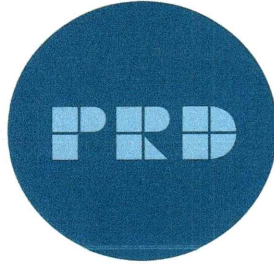
Continued discussion on safety and security for residents & staff.

**Adjournment**

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

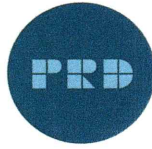
**From:** PRD Management, Inc.

**Re:** Materials for next Board Meeting

**Date:** January 20, 2023

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, January 23, 2023, at 6:30 pm in person.**

**Thank You,  
Heather Ireland**



## Activity Report for Gloucester Towne as of 01.12.2023

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.

We are currently waiting on the manufacturer to complete the diagnosis in response to the Fire Alarm failure. In addition to that we filed an insurance claim against the Fire Panel regarding equipment failure, which was only 2 years old.

Occupancy /Vacancy updates:

This property is 99 %\* occupied as of this report.

Overview of Vacancies	2020	2021	2022	2023
# of Applicants on waitlist	58	121	164	192
Apartment Turnovers	14	11	10	0
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	N/A	1
*pending MI this month				

**Special Claims: None**

### 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 Inspection scheduled for January 23rd 2023 for 101 Market street, scattered sites Building Inspector notify management by Block/Lot numbers.

- Bedbugs & Pest Management  
We have had 0 confirmed cases of bedbugs in the past 6 months.

Large Maintenance Items Completed Last 6 months	Date	Cost
Parking Lot - Coating & Striping	09/22/2022	\$ 8,469.95
Emergency Replacement Fire Panel	11/29/2022	\$ 4,578.31

Large Maintenance Items planned for the next 6 months	Target Date	Est Cost
Front Security Entry Doors	TBA	\$20,585.00
Rear Security Entry Doors	TBA	\$19,150.00

#### Other Maintenance Updates & Special Projects

#### Resident Life and Activities:

Toy Drive in conjunction with GC High School -Dec 5- Our tenants outdid themselves!!! Our board room was packed with toys this year including 5 bikes!

Holiday Door Decorating contest- Dec 14th -We had so many beautifully decorated doors this year but our winners were definitely stand outs on their floor!! Each winner received a \$10 shoprite gift card and the grand prize winner received an additional \$10 dunkin donut gift card. OUR WINNERS WERE: Bob Davis Apt 103/Dot Hennessy Apt 206/ Eileen Murphy Gizzi Apt 401/ Elise Foster Apt 513 /Our 4th floor & grand prize winner was Josie Fuchs Apt 401

Tenant Holiday Gift Bags delivered 12/23/22 -all 91 apts

Senior Holiday Meal Program- 12/25/22 -28 tenants participated

Bingo 12/14/22- Canceled due to lack of participation -3 tenants showed up -we played trivia instead

#### FUTURE EVENTS; -scheduled-

Bingo-1/20/23 2pm

Shuffleboard- 1/27/23 2pm

Trivia- 2/1/23 2:30pm

Caption Call Phone Seminar- 2/10/23 @ 11:00am

Casino Bus trip-2/8/23

MARDI GRAS- ASH WEDNESDAY- COD FISH PO BOYS- LUNCH 2/22/23

### **COVID-19 Updates: for year 2021-2023 current date**

For the calendar year to date, there have been:

- [15] 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.