

**August 28, 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: 5:00  
Meeting- immediately following caucus meeting.

GLOUCESTER CITY HOUSING AUTHORITY

Minutes for the June 26,2023 Meeting

CALLED TO ORDER AT: Charles Pacifico, Chairman

ROLL CALL:

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

Others Present- C. Wigginton, S. McElhatton and L. Warner.

ACTION ON PREVIOUS MINUTES

**Motion to accept Previous Minutes:** G. Hillman - yes and seconded by R. Michel. All those in favor, say aye.

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

ACTION ON EXECUTIVE MINUTES:

**Motion to accept Previous Executive Minutes:** 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, C. Kain, - A, R. Michel, - yes, E. Walsh - yes, G. Hillman, - 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, C. Kain, - A, R. Michel, - yes, E. Walsh - yes, G. Hillman, - yes, Motion passed.

### **ATTORNEY'S REPORT**

Coast Guard Pier Redevelopment - Gloucester City Joint Planning/Zoning Board received formal plans for Coast Guard pier redevelopment with the board scheduled for June 21, 2023, was tabled by the board at the request of the developer until the July 19, 2023, board meeting.

We will continue to monitor the progress and protect the interests of Gloucester Towne and its residents.

401 North Broadway Land Use Application - GCHA received a notice to owners of real estate within two hundred feet of 401 North Broadway for land use approval to operate a Cannabis dispensary.

GCHA Guest & Visitor Policy - worked with management in drafting a proposed Visitor and Guest Policy for Gloucester Towne to curb the recent amount of excessive activity at the property in the evening and early morning hours.

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:** 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, C. Kain, - A, R. Michel, - yes, E. Walsh - yes, G. Hillman, - yes, Motion passed.

### **PRD REPORT**

**Motion to accept PRD's report:** G. Hillman - yes and seconded by P. Kormann. All those in favor, say aye.

Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, C. Kain, - A, R. Michel, - yes, E. Walsh - yes, G. Hillman, - 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**

Approved PRD Management for permission to proceed with the demolition of 234 Essex Street provided HUD approves in writing and agrees to amend the HAP contract, Resolution 23-08-54.

Approved Visitor/Guest Policy to be effective September 1, 2023, Resolution 23-08-55.

Approved to amend Budget for the July 1, 2023, to June 30, 2024, fiscal year. DCA reduced the budget under security. Resolution 23-08-56.

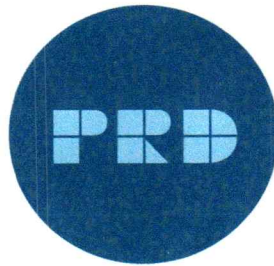
**Motion to accept approved resolutions:** R. Michel - yes and seconded by E. Walsh. All those in favor, say aye.  
Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, C. Kain, - A, R. Michel, - yes, E. Walsh - yes, G. Hillman, - yes, Motion passed.

## **Adjournment**

Motion to adjourn, P. Kormann and seconded by E. Walsh.  
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

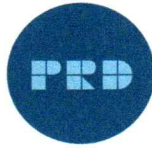
**From:** PRD Management, Inc.

**Re:** Materials for next Board Meeting

**Date:** June 22, 2023

Please find the current Management activity report for the property on the following pages attached. This serves as a reminder that the next **Board Meeting** will be in person on Monday, June 26, 2023, at 5:00 pm.

**Thank You,**  
**Heather Ireland**



## Activity Report for Gloucester Towne as of 06.20.2023

**Monthly Board meetings will be held at 5:00 pm at Gloucester Towne.**

### Financial updates & Board Action Items:

K&S has provided a proposal to tear down & rebuild the proposal, \$432,391.00 This Amount does not include permits & fees. Also may be additional costs involved due to new building codes.

Sue has contacted Pam Breitenbach at HUD to discuss the options. Pam has requested a synopsis of the events that occur with the 234 Essex Street fire, the action of Gloucester City Housing Authority Board would be to demolish the home and sell the lot and request that the HAP agreement be amended to reflect ninety apartments and fourteen scattered site units.

Fire Panel Update: No response from Independent Alarm to return the Fire Alarm panel to us and find an authorized representative from Honeywell for a diagnosis of the failure panel.

### **Insurance Coverages for scattered sites**

Brown & Brown requested additional information on each property for the underwriter for proposals. The information has been sent to Brown & Brown.

### **Occupancy /Vacancy updates:**

This property is 96.67 % occupied in available units. 234 Street has been marked as an uninhabitable unit and taken offline (no subsidy will be received).

<b>Overview of Vacancies</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
# of Applicants on the waitlist	121	164	199
Apartment Turnovers	11	10	8
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	3
*pending MI this month			1

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

**Physical / Maintenance updates:**

**Inspections**

- HUD REAC inspection: On October 18th, 2021, we received 97c. The 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 two confirmed cases of bedbugs in the past six months.

Large Maintenance Items Completed in the Last six months	Date	Cost
Parking Lot - Coating & Striping	09/22/2022	\$ 8,469.95
Emergency Replacement Fire Panel	11/29/2022	\$ 4578.31

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
Elevator #2 Replacement of Hydraulic Cylinder	TBA	\$ 92,671.00

**Other Maintenance Updates & Special Projects: None**

**Resident Life and Activities:**

Tuesday morning Breakfast w/Tenant Assoc. -Avg-15-20 residents

Friday lunch service w/Tenants Assoc-Avg 15-20 residents

Epiphany Church sing along & bible verse June 24 Avg 9

Bingo & (revolving menu) Every Wednesday w/ Tenants association- Avg 25 residents

Tenant BBQ June 4 -30 residents

**FUTURE EVENTS: -scheduled-**

Movie Night June 28th

Phillies Game projector- July 19

YARD SALE JULY 15

Xfinity Essentials-Comcast seminar regarding the senior program. June 23 @ 10am

Christmas in July Party 7/26

**Other / Misc. updates**

None.