

**February 26, 2024**

**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 January 22, 2024 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>KAIN</b>	<b>X</b>	
<b>Michel</b>		<b>X</b>
<b>WALSH</b>	<b>X</b>	
<b>HILLMAN</b>	<b>X</b>	

Others Present- C. Wigginton, D. Yorkman, L. Warner, C. Eccles, T. Catagnus, and S. Pollack.

**ACTION ON PREVIOUS MINUTES**

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

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

**ACTION ON EXECUTIVE MINUTES:**

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

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

**COMMUNICATIONS: None**

**BILLS- None**

### **TREASURER'S REPORT:**

**Motion to accept Previous Treasure's Report:** G. Hillman - 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, - yes, R. Michel, - A, E. Walsh - yes, G. Hillman, - yes, Motion passed.

### **ATTORNEY'S REPORT**

Gloucester City Mayor and Council reappointed Commissioner Pacifico as Housing Authority Commissioner for a (5) five-year term from March 1, 2024, through February 28, 2029. Mr. Pacifico will be sworn in at the February 26, 2024, meeting of the Board of Commissioners.

Gloucester City Police have been making routine patrols of Gloucester Towne including officers walking the hallways.

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

### **PRD REPORT**

**Motion to accept PRD's report:** P. Kormann - yes and seconded by G. Hillman. All those in favor, say aye.  
Roll Call: C. Pacifico - yes, P. Kormann - yes, M. McSweeney - yes, C. Kain, - yes, R. Michel, - A, 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**

Continued discussion on safety and security for tenants & staff. ESS - Electronic Security Solutions was present at the meeting to discuss security options with the interior and exterior of the building to the Board Commissioners.

Steve Pollack joined a Zoom meeting to discuss the Financial Audit for the year ending June 2023 to the Board Commissioners.

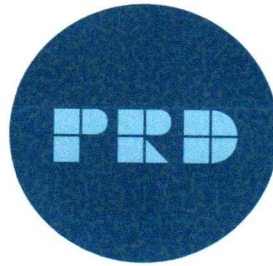
Per the Board directions the cost of implementing 24-hour service has been reviewed and discussed at the meeting.

**Adjournment**

Motion to adjourn, M. McSweeney and seconded by G. Hillman.  
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.

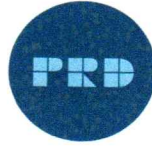
**Re:** Materials for next Board Meeting

**Date:** February 23, 2024

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, February 26, 2024, at 5:00 pm.

**Thank You,  
Heather Ireland**





## Activity Report for Gloucester Towne as of 02.20.2024

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

### Financial updates & Board Action Items:

234 Essex Street - HUD is still reviewing our request.

Crawford Law- We are waiting for the check to GCHA to be processed. The total settlement amount is \$242,586.49. This amount is being paid out by the homeowner Dennis Crawford's fee is \$60,646.62 - 25%). The settlement is being paid by 230 Essex Street's homeowners insurance company.

### **Insurance Coverages for Scattered Sites**

Brown & Brown - slip and fall claim for 335 Hudson Street; our adjuster has advised that the claim is still open and has scheduled a site visit on February 22, 2024, in which they will be performing an inspection of the interior staircase and bordering handrails.

Scattered Site Insurance: Brown & Brown has provided us with a new General Liability and Commercial Property Insurance policies. This new coverage will provide replacement costs.

### **New Employee**

Larry Collins full-time maintenance starts on March 6th, 2024. Bob Flounders has retired.

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

This property is 97.78 % 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>2022</b>	<b>2023</b>	<b>2024</b>
# of Applicants on the waitlist	164	195	239
Apartment Turnovers	10	9	0
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	2
*pending MI this month			

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

**Physical / Maintenance updates:**

**Inspections**

- Phil Kunz, Architect is reviewing the proposals from ESS and will draft specifications to solicit other bids for security.
- 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 and they will require Lead Safe Certificate & Report with the 2024 Rental Inspections for dwellings constructed before 1978. Building Inspectors notify management by Block/Lot numbers.
  - Radon Testing - 459 Filmore Street and 322 Powell Street.
  - Bedbugs & Pest Management:  
We have had three confirmed cases of bedbugs in the past six months. Our exterminator sprays three visits per confirmed case and the cost is \$375.00 per.

<b>Large Maintenance Items Completed in the Last six months</b>	<b>Date</b>	<b>Cost</b>
New Domestic Water Pump	10/12/2023	\$26,667.00

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

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

**Resident Life and Activities:**

**RECURRING EVENTS HELD MONTHLY**

Lunch service Monday Tuesday and Friday w/Tenants Assoc-Avg 15-20 residents  
First Friday of each month- Communion with St. Mary's Church-Avg. 6 residents  
Epiphany Church sing along & bible verse first Saturday of each month - Avg 14 residents

Bingo & \$2.00 Hotdogs Every Wednesday w/ Tenants association- Avg 25 residents  
Every Friday Night-Game Night 6:30 pm -14 residents attend (Pokeno-ShuffleBoard-Cards)

**VARIOUS EVENTS HELD**

Valentine Sing Along with Community Rocks Kids Program 2/14/24 -20 RESIDENTS ATTENDED

Girl Scout Cookie Table in the lobby- Jan/Feb 2024

Bingo With Amerigroup-Wellcare 2/2/24 18 RESIDENTS ATTENDED

Bob Williams Retirement Cake with Residents 2/9/24 -20 RESIDENTS ATTENDED

**FUTURE EVENTS: -scheduled**

Bake Sale 2/17/24

Spring Craft

Painting Event

C.C.H.D HEALTH SCREENING 2/28/2024

COMCAST CABLE-XFINITY SIGN UP 3/8/24

TENANT MEETING - VISITOR GUEST POLICY ( GCPD/PRD/CW)

Tenant Meeting March TBD

**Other / Misc. updates** None.