

November 25, 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 October 28,2024 Meeting

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

ROLL CALL:

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

Others Present- C. Wigginton, D Yorkman, and L. Warner.

ACTION ON PREVIOUS MINUTES

**Motion to accept Previous Minutes:** C. Kain - yes and seconded by M. McSweeney. All those in favor, say aye.

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

ACTION ON EXECUTIVE MINUTES:

**Motion to accept Executive Minutes:** R. Michel - yes and seconded by E. Walsh. All those in favor, say aye.

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

COMMUNICATIONS: None

BILLS- None

TREASURER' S REPORT:

**Motion to accept Previous Treasure's Report:** C. Kain - yes and seconded by M. McSweeney. All those in favor, say aye.

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

**ATTORNEY'S REPORT**

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

**PRD REPORT**

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

**OLD BUSINESS**

Continued discussion on safety and security for tenants & staff.

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.

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

**Adjournment**

Motion to adjourn, R. Michel and seconded by E. Walsh.  
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 22, 2024

Please find the current Management activity report for the property on the following pages. This serves as a reminder that the next **Board Meeting** will be in person on Monday, November 25, 2024, at 5:00 p.m.

**Thank You,  
Heather Ireland**



## Activity Report for Gloucester Towne as of 11.21.2024

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

### Financial updates & Board Action Items:

234 Essex Street— Ricco Demolition was awarded the contract, \$18,900. Spoke with Karen, at Ricco, this will take 6 to 8 weeks. We're waiting on the PSE&G disconnect notice, and then the demolition permit can be submitted to Gloucester City for approval.

Management is still working with HUD to determine what is needed to gain a clean title to another property to replace 234 Essex.

The Gloucester City administrator spoke with Chuck Wigginton, and the city is interested in conveying 34 North King to the housing authority. PRD sent HUD an email requesting information on what HUD needs to do to gain a clear title. As of 10/21, we have yet to hear back from HUD.

Insurance Claim—Brown & Brown's slip-and-fall claim for 335 Hudson Street is still in litigation, and it can take until April 2025, which would be two years from the open claim.

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

This property is 98.90% 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	184
Apartment Turnovers	10	9	9
Currently Vacant Units (Rented but still awaiting move-in)	N/A	N/A	1
*pending MI this month			2

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



**Physical / Maintenance updates:**

**Inspections**

- Security Assessment—HUD approved the security consultant services to withdraw from the R&R and the outstanding payables. Management sent TRA the signed proposal. George Sabol acknowledged receipt and said that the contract administrator, Patty Paxton, would reach out in December to schedule a site visit in January.
  
- 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 have been completed for 2024. We have received a Lead Safe Certificate and Report for all the scattered sites; this will be completed every two years.
  - Radon Testing - 459 Filmore Street and 322 Powell Street - results were negative for radon at both test properties.
  - Bedbugs & Pest Management:  
We had no cases within the last six months.

<b>Large Maintenance Items Completed in the Last six months</b>	<b>Date</b>	<b>Cost</b>

<b>Large Maintenance Items planned for the next six 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**

- Property staff keep spending within the budget and spend only what is necessary to keep the property running smoothly.

## **Resident Life and Activities:**

The 40th anniversary celebration was held on Wednesday, November 21. The Gloucester staff did a great job hosting the event; approximately 50 residents were in attendance.

### RECURRING EVENTS HELD MONTHLY

- First Friday of each month- Communion with St. Mary's Church-Avg. 10 residents
- Epiphany Church sing along & bible verse first Saturday of each month - Avg 14 residents.
- Every Tuesday, Thursday, Friday & Saturday Night-Game Night 6:30 pm -14 residents attend (Pokeno-ShuffleBoard-Cards or Right-Left-Center)

### VARIOUS EVENTS HELD

ANCHOR 2021- new applicant meeting 10/9/2024 eight residents

WELLPOINT INS. -MEDICARE OPEN ENROLLMENT MEETINGS OCT 16 AT 2PM

Medicare 101-Open Enrollment meeting w/ Senior Medical Solutions Oct 18 at 1:00

Vaccination Clinic Oct 30th-Lambert's Mt. Holly Pharmacy -20 residents

### FUTURE EVENTS: -scheduled

I'm OK- A floor captain's meeting was held to review procedures and discuss issues.

Anchor -2021 -paper application meeting-Nov. 22

LiHeap-Heating, Cooling, and USF assistance Application meetings—DCA is now handling the application process. Assistance for form completion NOV. 22

Other / Misc. updates \_\_\_ None.