

**November 24<sup>th</sup>, 2025**

**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 September 22nd, 2025, Meeting.**

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

**ROLL CALL:**

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

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

**ACTION ON PREVIOUS MINUTES**

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

### **ATTORNEY'S REPORT**

**Motion to accept Attorney's report:** R. Michel - 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, - A, R. Michel, - yes, E. Walsh - yes, J. Murphy, - yes, Motion passed.

### **PRD REPORT**

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

### **MOTION TOO GO INTO EXECUTIVE SESSION**

R. Michel and seconded by J. Murphy.

### **MOTION TOO COME OUT OF EXECUTIVE SESSION**

R. Michel and seconded by M. McSweeney.

### **Adjournment**

Motion to adjourn, R. Michel and seconded by M. McSweeney.  
All those in favor say yes, answered unanimously. Motion passed.

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**Meeting immediately following caucus meeting.**



## **Activity Report for Gloucester Towne as of 11.17.2025**

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

### **Financial updates & Board Action Items:**

As you are aware, the federal government has entered a shutdown, and HUD operations are currently limited due to employee furloughs. This may impact the timing of several key functions, including the processing of monthly HAP payments, rent increase approvals, and Requests for Repairs and Replacements (R&R).

PRD Management has reviewed the potential financial implications and is taking steps to ensure operations continue smoothly. While we do not anticipate immediate issues, we are closely monitoring the situation.

Should HAP payments or other approvals be delayed, it may become necessary to use reserve funds or secure a short-term loan to maintain cash flow. If such measures are required, both the board and HUD will be informed immediately of our plans.

In the meantime, property managers have been instructed to limit spending to essential expenses only until federal operations resume.

We will continue to provide updates as more information becomes available.

### **234 Essex Street / Proposed Conveyance of 34 North King Street**

Gloucester City has agreed to transfer the three-bedroom home at 34 North King Street to the Gloucester City Housing Authority (GCHA) in exchange for the lot at 234 Essex Street. The proposed sale contract and lease agreement have been submitted to HUD for review and approval. Due to the current government shutdown, there are no new updates to report at this time.

### **Insurance Claim – Stacy Johnson**

Stacy Johnson, a resident of 335 Hudson Street, filed a civil action complaint against the Gloucester City Housing Authority. Legal counsel from Brown & Brown contacted us on May 22, 2025, and Elizabeth O'Connell of Zarwin Baum subsequently requested that GCHA provide documentation and information related to the complaint.

**Update:** We received correspondence from Elizabeth O'Connell regarding the draft responses to the interrogatories, which she prepared based on information provided by GCHA staff and the insurance carrier. The defendant's responses were signed on September 29, 2025. There have been no further updates as of today.

**Occupancy /Vacancy updates:**

This property is 96.80% occupied in available units. 234 Essex Street has been designated as an uninhabitable unit and taken offline (no subsidy will be received).

| Overview of Vacancies                                         | 2023 | 2024 | 2025 |
|---------------------------------------------------------------|------|------|------|
| # of Applicants on the waitlist                               | 195  | 187  | 198  |
| Apartment Turnovers                                           | 9    | 9    | 12   |
| Currently Vacant Units<br>(Rented but still awaiting move-in) | N/A  | N/A  | 5    |
| *pending MI this next month                                   |      |      | 3    |

**Pending move-ins:** Apt. 510- M/I - 11.19.2025

Apt. 420, Apt.. 519, and 41sbur - pending

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

**Physical / Maintenance updates:****Inspections**

- **The HUD REAC/NSPIRE.** The inspection was scheduled for June 18, 2025. We requested a new re-inspection date because the property manager and maintenance supervisor have planned vacations. According to HUD, there is currently no rescheduled date for Gloucester Towne in the TAC system.
- **Other Annual Inspections:**
  - **Gloucester City Housing and Building's Annual Rental Registration Inspections** have begun for the scattered-site properties. We receive mailed notices for the specific houses scheduled for inspection in November and December 2025. At this time, we are still waiting to receive the letter with the inspection schedule for the 91 units.
  - Gloucester City Housing and Building or the Gloucester City Fire Department will complete the 2026 Lead-Safe Certificate and Report for all scattered-site properties. We will be notified by mail when the inspection is scheduled for the 2026 renewal.

- Infrared inspection of the electrical breaker boxes was completed on April 17, 2025, for the building. No findings were reported. The infrared scan was a routine inspection performed every two years.
- Bedbugs & Pest Management: None

| Large Maintenance Items Completed in the Last Six Months | Date       | Cost       |
|----------------------------------------------------------|------------|------------|
| Emergency Generator Repairs                              | 03.31.2025 | \$3,745.56 |
|                                                          |            |            |

| Large Maintenance Items planned for the next six months | Target Date | Est Cost    |
|---------------------------------------------------------|-------------|-------------|
| Front & Rear Security Entry Doors                       | TBA         | \$40,000.00 |
| Fencing, Updated Access Gates, and Fob System           | TBA         | \$75,700.00 |
| Perimeter Lighting                                      | TBA         | \$5,600.00  |
| Swap Access Control System                              | TBA         | \$5,318.00  |

#### **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:**

- First Friday of each month- Communion with St. Mary's Church- Avg. 5 residents
- Epiphany Church sings along and shares Bible verses on the first Saturday of each month, averaging 8 residents.
- Every Tuesday, Thursday, Friday & Saturday Night- Game Night 6:30 pm -12 residents attend (Pokeno-ShuffleBoard-Cards or Right-Left-Center)
- BINGO -Wednesday nights at 6 pm-16 residents.

#### **VARIOUS EVENTS HELD**

- Oct 29- Wellpoint Bingo -11 residents
- Nov 5th-Free phone caption call lobby event- 8 residents
- Nov 27- Free Thanksgiving meal program- 15 residents signed up so far

**FUTURE EVENTS: -scheduled**

Flu Shot event- Nov.

LiHeap Application Meeting-New residents-Nov 19

Fire Safety Meeting- Dec

Tenants Association Executive Committee Nominations Dec 3 at 2pm