

Housing Authority of the City of Cape May

REGULAR MEETING

May 21, 2018

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the May 21, 2018, Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Cape May. The meeting was held in the Conference Room of the Housing Authority located at 639 Lafayette Street, Cape May, NJ 08204. **Roll Call** was taken and the following Commissioners were present:

Chairperson Thomas G. Hynes
Vice-Chairperson Patricia M. Swain
Commissioner Thomas White (via telephone)
Commissioner Frank Acker
Commissioner Patricia Hodgetts
Commissioner Diane Hutchinson
Commissioner Dr. Keith Lafferty

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena, of Avena CPA's.

Chairperson Thomas G. Hynes noted that there were no members of the public at the meeting.

Chairperson Thomas G. Hynes read the **“Statement of Compliance – Sunshine Law”** and led the Pledge of Allegiance.

Following the roll call of Commissioners, Chairman Thomas G. Hynes declared there was a quorum present.

Chairperson Thomas G. Hynes called for a Motion to accept the April 16, 2018 Regular Meeting Minutes.

Vice-Chairperson Patricia Swain made the Motion, seconded by Commissioner Diane Hutchinson to accept the April 16, 2018 Regular Meeting Minutes.

The following vote was taken to approve the April 16, 2018 Regular Meeting Minutes.

Chairperson Thomas G. Hynes	(Abstain)
Commissioner Thomas White	(Abstain)
Commissioner Frank Acker	(Abstain)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 7-month Financial Report as submitted by the Accountant. The bottom line for the seven months ending April 30, 2018 showed a loss of \$4,393.00.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Investments: The C.D. and Money Market Investment schedule is as follows:

<u>MONEY MARKET</u>	
<u>TOTAL</u>	Money Market (Sturdy Bank)
\$282,759.70	
<u>TOTAL</u>	<u>\$282,759.70</u>

Energy Savings:

The energy savings for the month was \$2,252.80 or 18.60%.

COMMISSIONER:

Commissioner Patricia Hodgetts has been enrolled in the following course – Ethics May 21, 2018 after completion of this course, Ms. Hodgetts will have completed all of the required Commissioner Training.

The Board reviewed the expiration dates of current Commissioners as follows:

- Thomas White Expires 9/18/2018 – appointment by Council.
- Patricia M. Swain Expires 9/16/2018 - appointment by Council.
- Frank Acker Expires 9/16/2018 - appointment by Council.
- Diane Hutchinson Expires 9/16/2018 - appointment by City Manager.

It is anticipated that two Commissioners will need to be replaced, Commissioner Thomas White and Vice-Chairperson Ms. Patricia M. Swain as she will not be continuing as a Board Commissioner when her term expires. It was suggested that the Board Members make suggestions for possible replacements for these Commissioners. Additionally, the Authority will once again remind the City of Cape May Clerk of the expiring terms that need to be renewed by the City Manager and Council.

RENTAL ASSISTANCE DEMONSTRATION (RAD):

The Authority is awaiting a response from HUD concerning their Interest Letter to convert the remaining 55 units on Lafayette and Osborne Courts.

On March 15, 2108 the Authority received notification from HUD that the Authority’s application to convert the 30 Broad Street Units to RAD PBRA was approved. The Authority also received a Commitment to Enter into a Housing Assistance Payment Contract (CHAP award) provided the Owner meets all the requirements. The letter also indicated that HUD reserves the right to revoke or amend its commitment any time prior to closing if HUD, in its sole judgment, determines that the Authority has not met all of the required conditions, including it not being financially feasible.

The Authority has submitted the necessary information into the PIC System to ensure the CHAPS award is not withdrawn. However at this time the Authority will defer the conversion process until HUD has announced the amount of the Capital Fund Grant; based on recent articles it is anticipated that this grant will be increased by approximately forty percent (40%).

The first RAD kickoff meeting was held on May 3, 2018, the E.D. and Chairperson Thomas G. Hynes participated in the Webinar. The course included information on:

- Understanding the key players involved
- The closing process
- Key RAD closing documents
- Different types of RAD – PBV or PBRA

- Post-closing responsibilities
- Available resources
- Tips for smooth closing

Also, another “kickoff call” took place on May 10, 2018 the E.D. and Rick Ginetti participated.

WATER/SEWER:

There is a City of Cape May Ordinance that provides for a flat rate for water/sewer usage equal to the sum of \$80,000.00 beginning in the 2011 calendar year, based on existing conditions at that time. It also states that “Beginning in the 2012 calendar year and continuing for each calendar year thereafter, the rate will increase by two percent annum, subject to further adjustments as determined by the Mayor and Council and implemented by ordinance from time to time”. (Note: current quarterly payment is up to \$22,523.25 and \$90,093.00 annually).

The E.D. has made several reminder calls to the City Water Department, re: the analysis and the City Manager’s response to set up a meeting soon – Chairperson Thomas G. Hynes expressed his intent to also be present. Coordination of schedules has been difficult.

The Board of Commissioners reviewed the lack of response from the City of Cape concerning this issue. The Board agreed that the Housing Authority will hold the next water/sewer payment that is due in July as a means of eliciting a response from the City.

ENVIRONMENTAL HISTORY:

Attorney Gabage reviewed the three remaining issues as follows:

- The Authority has been asked to sign a Deed Notice and receive payment from JCP&L – this will remain on hold at this time.
- NJDEP \$800.00 bill – the Authority will continue to withhold payment so as not to jeopardize the Authority’s defense as an “Innocent Purchaser”.
- There is an open issue whether the Authority has to remediate at Osborne Court because of the Innocent Purchaser defense which appears to be available to the Authority. That issue is still under investigation. The Authority has raised the remediation issue with both the State and HUD and neither has responded. The Authority does not have the funds to remediate if either the State or HUD takes the position the remediation is necessary, so funding will have to be pursued from the State and HUD if either determines that remediation is required.

ANNUAL AUDIT:

The Auditors will be attending the June meeting with the results of the audit which will include the NJ GASB 68 pension liability numbers. The completed audit will then be sent to all required recipients by the 6/30/2018 deadline.

NONPROFIT:

Dr. Lafferty updated the Board on the status of this Organization, Cape May Cares, Inc. The Organization has received the EIN number. Also, the organization will be setting up an account with Sturdy Bank. The board has agreed that it is anticipated that the initial funding will be used for the betterment of the Cape May Housing Authority Tenants.

STORM DAMAGE:

The Nor’easter Storm, Riley, that occurred on Friday, March 2, 2018, resulted in damage to the cupolas on one of the roofs on Lafayette Court. Joseph Culligan did a follow up inspection and found there is extensive damage on both Lafayette and Osborne Courts cupolas.

The cupola is currently being repaired and should be re-installed within the next week. JIF has notified the Authority that after applying the deductible there will not be any payment due the Authority because the cost of the repair does not exceed the deductible.

ANNUAL PLAN:

The E.D. is currently in the process of completing the necessary paperwork to submit the annual plan to HUD in July.

The open public comment period ends June 22, 2018.

RESIDENT COUNCIL ELECTIONS:

The Authority held nomination for Officers on May 11, 2018. The follow up elections will be held on June 12, 2018.

EMERGENCY SAFETY & SECURITY GRANT:

The E.D. has secured the services of Tandem Care, Inc. who will prepare the necessary documents to apply for this grant.

MISCELLANEOUS:

1. Turn-around time on the refurbishing of the units needs to be improved to comply with the HUD standard of 20 days. The Board approved the Authority securing outside help from another Housing Authority; the Site Manager will contact the Vineland Housing Authority to request a cost estimate for this service.
2. The E.D. reported that representatives from HUD will be visiting the Authority to ensure compliance with the Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards.
3. There was a major arrest involving a guest of a Tenant on Broad Street Court on Easter Weekend. The visitor has been placed on the Defiant No Trespass List. Additionally, another Tenant is requesting that the Authority remove another individual from the list.
4. Vector – lease to own equipment, quotes for Broad Street has been requested.

Resolutions:

#2018-18 – A Resolution Approving May Monthly Expenses

Chairperson Thomas G. Hynes called for a Motion to approve the resolution to pay the May expenses. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Patricia Hodgetts; the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

#2018-19– A Resolution Approving Executive Session

There was no requirement for an Executive Session

#2018-20 – A Resolution Approving Declaration of Trust

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker; the following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

#2018-21 – A Resolution Approving Weed Control Broad Street Court.

Chairperson Thomas G. Hynes indicated the resolution would be approved based on the condition that the most responsible bidder is selected and the cost for this one-time service does not exceed \$500.00.

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker; the following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

#2018-22 – A Resolution Amending the Five-Year Annual Agency Plan

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker; the following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

There being no further business before the Board, at 4:55PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner Diane Hutchinson made the Motion; seconded by Vice-Chairperson Patricia M. Swain the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR