

**Housing Authority of the City of Cape May**

**REGULAR MEETING**

**November 19, 2018**

At 4:05 PM, **Chairperson Dr. Keith Lafferty called to order** the November 19, 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 Dr. Keith Lafferty  
Vice-Chairperson Patricia Hodgetts  
Commissioner Carol Boyd  
Commissioner Dr. Christopher Traficante  
Commissioner Helen Meier (via telephone)

Commissioner Victor Faison was not present at the meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, and Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena, of Avena CPA's and Richard Ginnetti from the Brooke Group.

Chairperson Dr. Keith Lafferty noted that there were no members of the public at the meeting.

Chairperson Dr. Keith Lafferty read the **“Statement of Compliance – Sunshine Law”** and led the Pledge of Allegiance.

Following the roll call of Commissioners, Chairperson Dr. Keith Lafferty declared there was a quorum present.

Chairperson Dr. Keith Lafferty called for a Motion to accept the October 15, 2018 Regular Meeting Minutes, Commissioner Christopher Traficante made the Motion, seconded by Commissioner Carol Boyd to accept the October 15, 2018 Regular Meeting.

The following vote was taken to approve the October 15, 2018 Regular Minutes.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Abstain)
Commissioner Dr. Christopher Traficante	(Yes)

**ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 1-month Financial Report as submitted by the Accountant. The bottom line for the one month ending October 31, 2018, the Housing Authority was under budget by \$14,605 and showed a profit of \$4,824.00.

**COMMITTEE REPORTS:**

Chairperson Dr. Keith Lafferty and the Board had established an Energy Committee comprised of Commissioner Victor Faison and Commissioner Dr. Christopher Traficante. The Committee will explore options for tank-less water heaters that will include analyzing the cost and feasibility of installing this equipment. They will also gather information on Contractors who provide and install this equipment. Commissioner Christopher Traficante said they are not feasible for the City of Cape May Housing Authority.

The Board will discuss the establishment of additional committees such as Finance, Buildings/Grounds and Personnel.

**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:

<b><u>MONEY MARKET</u></b>	
<b><u>TOTAL</u></b>	Money Market (Sturdy Bank)
\$283,093.00	
<b><u>TOTAL</u></b>	<b><u>\$283,093.00</u></b>

**Energy Savings:**

The energy savings will be available at the next Board Meeting.

**COMMISSIONER:**

Commissioner Carol Boyd completed the PHAS & SEMAP training on November 13, 2018. Commissioner Helen Meier was unable to attend that training but will reschedule when she is able to attend. The Authority has a credit with Rutgers for the class.

The City of Cape May Mayor has indicated that a replacement for Commissioner Thomas G. Hynes will be selected at the next City Council Meeting to be held on November 20, 2018.

**RENTAL ASSISTANCE DEMONSTRATION (RAD):**

On March 15, 2018 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.

On September 6, 2018 the Authority received a letter from HUD acknowledging that they were in receipt of the Authority's request to voluntarily withdraw their existing RAD CHAP Award for the 30 Broad Street Units and to request a new RAD application for the Authority to convert all 85 units (Broad Street Court (30 units), Lafayette Court (27 units) and Osborne Court (28) units).

On August 31, 2018 a new application was submitted to HUD for the conversion of all 85 units.

The next stage is for the Authority to have a RAD needs assessment performed and submit a 20 year financial plan and an environmental study. HUD will not let the Authority proceed with the RAD implementation if they deem it is not financially feasible.

**ENVIRONMENTAL HISTORY:**

Attorney Gabage again updated the Board on the two issues:

There are two environmental issues at Osborne Court. One caused by JCP&L and the other that JCP&L claims was not caused by them but more than likely caused by historic fill.

**JCP&L ISSUE:**

JP&L had to do testing for contamination for the property they had contaminated years ago. The Board is eventually going to have to make a decision about whether it will agree to JCP&L's offer of leaving the environmental problem on the Housing Authority property and being paid \$15,000.00 for a Deed Notice.

**HISTORIC FILL:**

The Authority has already claimed an "Innocent Purchaser" defense. The Board has several decisions to make, whether to remove the contaminate or take no action. This decision will depend on what the DEP rules. Perhaps an LSRP on behalf of CMHA will apply for a grant to remove the contamination. JCP&L has offered their help in completing the necessary paperwork to apply for this grant.

**CONTAMINATION:**

The contamination does not cover a large area and is not in great quantity. The greatest quantity contains lead as a result of possible historic fill. The City's former environmental consultant (LSRP) advised the Authority this could just be covered over because it is not that high of a quantity and it is in the ground, not on the surface. The area was covered over with gravel given to CMHA by JCP&L.

By letter received from the State of New Jersey the State describes the actions the Authority could take to claim an exemption from the spill act. By claiming this exemption the Department can close out billing and refund the initial fee. The form does not require the services of an LSRP.

Per the Board's direction at the last meeting, Attorney Gabage contacted the Matt McDonald Firm to engage their services as an Environmental Consultant. They have submitted a written proposal which the Board reviewed and discussed in the Executive Session.

**NONPROFIT:**

Dr. Lafferty reported the following:

The inaugural resident event for the senior's was held on November 14, 2018, The Non-Monetary Bingo Night it went very well and refreshments were served.

On December 9, 2018, a Trolley Tour is planned which will include the Historic Cherry House 2018 Christmas Tour and a trip to the Physick Estate to view the holiday display at the Carriage House.

On December 18, 2018 the Organization will be sponsoring an event for the Broad Street Children, "Santa's Workshop". Children will be given the opportunity to select small presents for parents and siblings.

Additional activities are planned such as art classes and Congress Hall Breakfast with Santa.

Finally, the organization will continue with the Christmas Tradition of delivering wrapped Christmas presents to the 51 Children on Broad Street Court on Christmas Eve.

The Organization also has fundraising events - an inaugural event at the Cape May Brewery in February 2019 from 5pm to 8pm. The event will include catered food, music and a silent auction.

Dr. Lafferty clarified that any monies raised will not be used for brick and mortar expenses for the Housing Authority. The money will be used for items such as playground equipment, art supplies, etc.

**PROPOSALS:**

**A. SNOW REMOVAL**

The Authority advertised for bids and received on bid from Murphy's Lawn Care & Landscaping as follows.

Snow Removal	\$125.00/hour
Spreading salt/sand	\$80.00/hour
Sidewalk Shoveling/snow blowing	\$80.00/hour
Deicing ramps/sidewalks,ramps	\$80.00/hour

The pricing is per person or per piece of equipment.

The Board discussed the fact that only one bid was received and whether there was an option to secure more bids. The E.D. stated it had been advertised in 3 local newspapers. It was decided that there was not enough time to secure any other proposals or bids because of the probability of the area receiving snow within the next few weeks.

The Board approved the awarding of the contract to Murphy's Lawn Care & Landscaping.

**B. PEST CONTROL**

The Authority has advertised for bids for Pest Control Services.

**PROJECTS:**

A. Sidewalk Alterations – Ocean Construction should complete this project by the end of November 2018. There were an additional 6 change orders totaling \$3,968.28 which is within the \$5,000.00 allowance for change orders, this brings the total cost of the project to \$65,820.53.

In response to questions about ADA Compliance the E.D. reported the work only includes repairs to current sidewalks.

B. Floor Repair – Maintenance Shop – the Architect, Charles Collins, put the project out for bid; the following is a summary of the proposals.

CONTRACTOR	PRICE
Ocean Contractors, Inc.	\$1,450.00
M.D. Remodeling	\$1,950.00

The Board approved awarding the contract to Ocean Contractors, Inc.

C. Reinforce Plywood Floor in Kitchen in Unit #26 Broad Street Court

CONTRACTOR	PRICE
Ocean Contractors, Inc.	\$1,150.00
M.D. Remodeling	\$1,600.00

The Board approved awarding the contract to Ocean Contractors, Inc.

D. Bi-passing Doors for Conference Room

CONTRACTOR	PRICE
Ocean Contractors, Inc.	\$2,230.00

The Board approved awarding the contract to Ocean Contractors, Inc.

E. Unit Turn Over Services

CONTRACTOR	PRICE	
Ocean Contractors, Inc.	0 Bedroom Unit	\$785.00
	1 Bedroom Unit	\$995.00
	2 Bedroom Unit	\$1,160.00
	3 Bedroom Unit	\$1,345.00
	4 Bedroom Unit	\$1,525.00
M.D. Remodelling	0 Bedroom Unit	\$1,300.00
	1 Bedroom Unit	\$1,500.00
	2 Bedroom Unit	\$1,700.00
	3 Bedroom Unit	\$1,800.00
	4 Bedroom Unit	\$1,900.00
Ocean Construction, LLC	0 Bedroom Unit	\$2,786.00
	1 Bedroom Unit	\$3,174.00
	2 Bedroom Unit	\$3,675.00
	3 Bedroom Unit	\$4,176.00
	4 Bedroom Unit	\$4,677.00

There are three Tenants that suddenly vacated their units. Because the Authority is short-staffed in Maintenance right now, someone is needed to refurbish these units. In the future, they can also be of assistance, if needed.

The Board approved awarding the contract to Ocean Contractors, Inc.

F. Alterations to Lafayette Court #16

CONTRACTOR	PRICE
Ocean Contractors, Inc.	\$3,530.00 Exterior Work
	\$2,675.00 Interior Work
M.D. Remodeling	\$15,312.00 Exterior Work
	\$15,312.00 Interior Work

The work needs to be done to retrofit the interior and repair the exterior to allow the Tenant to access the bedroom with the wider wheel chair. This would include reconfiguring the entrance to the bedroom and strengthening the outside ramp.

A lengthy discussion ensued on the merits of approving this work since it would entail work in the one-bedroom unit that would need to be redone when the Tenant moves out.

The Board reviewed a number of issues including ADA Compliance, how long the Tenant will remain in the unit, whether other areas of the unit have to be changed to be in compliance with ADA and with the Tenant's current health issues.

The E.D. indicated that the Tenant's family is involved in her health care and that she is currently in a rehab facility and more than likely is under the care of a Social Worker. She also indicated that the family may object to the Board becoming involved in the discussion of the Tenant's health issues.

The Board agreed that the cost of the project (\$6,000.00) was too high and the matter would remain on hold until the next Board Meeting. A less expensive solution will be sought with the E.D. and Architect.

G. Electrical contracts for installing lights at BSC and Surveying Electrical Switchgear at the Office

Installing lights at BSC – the Authority has LED lights that need to be installed on Broad Street Court; after the installation, the Authority can apply for funds for installing energy efficient equipment.

Switchgear at office for emergency backup electricity.

**BOARD MEETING SCHEDULE FOR 2019:**

The Board reviewed the 2019 Board Meeting Schedule as follows:

Monday	January 28, 2019
Monday	February 25, 2019
Monday	March 18, 2019
Monday	April 15, 2019
Monday	May 20, 2019
Monday	June 17, 2019
Monday	July 15, 2019
Monday	August 19, 2019
Monday	September 16, 2019
Monday	October 21, 2019
Monday	November 18, 2019
Monday	December 16, 2019

**TELEPHONE-FAX-INTERNET:**

The Board reviewed the proposal from COMCAST to provide, phone, cable, internet, fax & WIFI. The E.D. did request quotes from other providers, but COMCAST is the only Company that could provide all of the services. The monthly cost for all of these services will be \$250.00 per month. Prior costs were as follows:

Verizon	\$168.59 (FAX Line + one additional line)
COMCAST	\$144.27 (Internet)
Max Communications	\$179.60 (Phones-average cost per month)
TOTAL	\$492.55

Chairperson Dr. Keith Lafferty indicated that he is still exploring the possibility of having the City of Cape May Police Department pickup all or a portion of the COMCAST charge of \$185.84 per month for the security cameras.

The Board approved signing the COMCAST Agreement to turn the services over to them.

**VECTOR SECURITY:**

The Authority received a proposal from Vector Security to replace the security camera on Broad Street which needs to be replaced with a high definition camera. The cost to purchase and install the new camera is \$6,000 with a \$600 annual service agreement.

The Executive Director indicated the Authority does need a new camera for that site because of all of the activity that goes on at the family site.

The Executive Director further explained that the Authority did not receive the ROSS Security Grant because the grant that was submitted on behalf of the Authority was incomplete. Consequently, that company is going to refund the \$950.00 payment and they have also offered to write future grants at a reduced cost to the Authority.

The Board reviewed the matter and it was put on hold for further discussions.

**WASTE MANAGEMENT – DUMPSTER/WALL DAMAGE OSBORNE COURT:**

The Waste Management driver caused damage to the dumpster & wall on Osborne Court. Initially Waste Management denied causing the damage. After a review with them of pictures taken by the Maintenance Staff they agreed to pay for the repairs.

The damage was reported to the JIF Insurance Company and Waste Management agreed to pay for the repair of the damages, minus depreciation (\$140.00) and deductible (\$100.00), and JIF would pay the difference \$2,500.00. Upon advice of Council the Authority rejected the proposal. Waste Management has agreed to pay the \$2,600.00 to repair the damage.

**EXPENSES:**

The Executive Director reviewed a line-by-line item of the expenses for November 2018.

Attorney Gabage commented on the current monthly legal expenses of \$3,375 noting that if it continues at this rate the Authority will be over budget. He further noted that he is unable to control these expenses because he must respond to inquiries from the Authority. It was also noted that there were several grievance hearing that he had to attend one for an employee and another involving a Tenant.

The Executive Director indicated that the annual legal fee budget was in the amount of \$12,600.00 but if needed, the Board could approve an increase in that fee. Attorney Gabage responded he is not looking for an increase in the annual fee, that his only reason for bringing up the matter is so that the matter could be reviewed to determine if there is a way to control the costs.

**MISCELLANEOUS:**

1. Chairperson Dr. Keith L. Lafferty in conjunction with Cape May Caring Kids, will be delivering toys to the Broad Street Court Children. It is also expected that the Cape May Police Department will be delivering presents to the Children.
2. Three Tenants have given notice of terminating their tenancy on Osborne & Lafayette Court.
3. The “Girlfriends” will also be delivering gifts to all residents on Lafayette & Osborne Court.
4. The Macedonia Baptist Church has offered a free Thanksgiving Turkey to the Osborne and & Lafayette Court Residents.

**Resolutions:**

**#2018-58 – A Resolution Approving November Monthly Expenses**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the November 2018 expenses. Vice-Chairperson Patricia Hodgetts made a Motion to approve the resolution, seconded by Commissioner Dr. Christopher Traficante, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2018-59– A Resolution Approving Executive Session**

Chairperson Dr. Keith Lafferty called for a Motion to enter into Executive Session; Vice-Chairperson Patricia Hodgetts made a Motion to approve the resolution, seconded by Commissioner Christopher Traficante.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2018-60– A Resolution Approving Change Orders to Sidewalk Alterations**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Carol Boyd made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia Hodgetts, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2018-61 – A Resolution Approving Installation of a Plywood Floor - Housing Authority Office**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Vice-Chairperson Patricia Hodgetts made a Motion to approve the resolution, seconded by Commissioner Carol Boyd, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2018-62 – A Resolution Approving Alterations to Floor at #16 Broad Street Court**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Carol Boyd made a Motion to approve the resolution, seconded by Commissioner Dr. Christopher Traficante, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2018-63 – A Resolution Approving Bi-Passing Conference Room Doors**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Carol Boyd made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia Hodgetts, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2018-64 – A Resolution Approving Snow Removal Services**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante made a Motion to approve the resolution, seconded by Commissioner Carol Boyd, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)



**#2018-65 – A Resolution Approving Unit Turnover Services**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Carol Boyd made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia Hodgetts, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:00pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss an environmental matter.

AT 5:30pm Chairperson Dr. Keith Lafferty closed the Executive Session and reopened the open public meeting.

There being no further business before the Board, at 5:40PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting.** Vice-Chairperson Patricia Hodgetts made the Motion; seconded by Commissioner Carol Boyd the following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR