

Housing Authority of the City of Cape May

REGULAR MEETING

January 28, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the January 28, 2019 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 Victor Faison
- Commissioner Dr. Patricia Ann Martz
- Commissioner Helen Meier
- Commissioner Dr. Christopher Traficante

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

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 December 17, 2018 Regular Meeting Minutes, Commissioner Carol Boyd made the Motion, seconded by Vice-Chairperson Patricia Hodgetts to accept the December 17, 2018 Regular Meeting Minutes.

The following vote was taken to approve the December 17, 2018 Regular Meeting Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 3-month Financial Report as submitted by the Accountant. The bottom line for the two months ending December 31, 2018, the Housing Authority was under budget by \$26,532 and showed a profit of \$1,280. Commissioner Victor Faison questioned the expenses over budget; Ms. Avena indicated that the income was under budget because there is still money in the Capital Budget that’s not drawn down on a monthly basis. Under Sundry costs, it’s high due to legal and RAD.

COMMITTEE REPORTS:

Chairperson Dr. Keith Lafferty and the Board had established an Energy Committee comprised of Commissioner Victor Faison and Commissioner Dr. Christopher Traficante. Dr. Lafferty instructed the Committee to review the costs of snow removal and the possibility of using solar energy and to provide any comments or suggestions to the Board.

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)
\$283,139.54	
<u>TOTAL</u>	<u>\$283,139.54</u>

Energy Savings:

The energy savings for the last period was \$1,879.85 or 19%.

COMMISSIONER:

Commissioners Carol Boyd, Helen Meier and Dr. Christopher have registered for the Ethics course through Rutgers University the training will be held on May 7, 2019.

RENTAL ASSISTANCE DEMONSTRATION (RAD):

The E.D. reported that on December 11, 2018 the Authority received a second CHAP Award from HUD which is a commitment for the 55 senior units on Lafayette and Osborn Courts in addition to the 30 units on Broad Street Court. The Board was given a copy of the Executive Summary of RAD Conversion that was prepared by the Brooke Group, Rick Ginnetti.

The E.D. reported that the Authority received the second CHAP award for RAD and that the Consultant , Rick Ginnetti reported that HUD has instituted higher rental rates for the Cape May Area and the gross projected income for the Authority will be higher, from \$785,062 to \$852,000.

Attorney Gabage suggested that the Board review a line item budget to get an idea on the costs to implement RAD and identify where the money is coming from because the Authority at this time is working at a month to month income for expenses, with little money left over for other expenses. The E.D. responded there is a RAD budget available and that she will distribute this information to the Board before the next meeting. She further advised that the reserve money is available to be applied toward the RAD conversion costs.

Commissioner requested that the Accountant submit a line-by-line budget to the Commissioners.

The Board approved awarding of the RAD Physical Condition Assessment (RPCA) to AEI Consultants who quoted a price of \$13,550.00.

ENVIRONMENTAL HISTORY:

Attorney Gabage reported the following:

The LSRP Consultant, Dan Toder, has been engaged and he has received all of the required documents, including numerous answered questions from Attorney Gabage. He has begun the analysis.

There are two environmental issues:

1. JCP&L - the contamination caused by JCP&L. Attorney Gabage has told JCP&L that the Authority will not agree to the Deed Notice until there is a notification from HUD on RAD, and that the Authority is not required to remediate the site.

2. Historic Fill – JCP&L states this was not caused by them but rather from historic fill. The Authority has not agreed with JCP&L on this matter. However the DEP is involved and the Authority is waiting on a ruling from the DEP as to whether or not this site will have to be remediated. However, there is a strong possibility that the DEP will grant an exemption because the Authority is a government agency plus they were an Innocent Purchaser.

3. Attorney Gabage relayed that his concern is that there may be a requirement that before the Authority completes the RAD process, they will be required to remediate. He related an incident that just occurred at the Vineland Housing Authority who just found out that they have to remediate a site as a result of a ruling from RAD.

4. Attorney Gabage counselled the Board that they obtain an answer from the RAD Consultant as to the effect of the RAD conversion and the contaminated sites.

The Board then had several discussions on the ramification of signing the Deed Notice and failure to remediate the sites re: future residents and the possibility of legal ramifications. Attorney Gabage again suggested that the Board hold up on any decisions until they receive the analysis from the LSRP Consultant.

Attorney Gabage did suggest that the Authority once again resend the written notification about the contamination to all of the Residents on Osborne Court.

Chairperson Dr. Keith Lafferty suggested that the Authority once again invite the representatives from JCP&L to a meeting with the Board to answer many of the questions that have been raised in the last few Board Meetings. The E.D. indicated she would redistribute the information from JCP&L including any maps.

NON-PROFIT:

Dr. Lafferty reported that the first fund raising event will be held on March 15, 2019 at the Cape May Brewery.

He also reported that many successful events were held during the holiday season such as the Senior Trolley Tour, the Breakfast with Santa which included a full breakfast, a train ride and a visit with Santa, the Santa Workshop where the children could select presents for siblings and parents. Also the delivery of Christmas presents to 51 children on Broad Street.

The E.D. reported that the Authority received many favorable comments about all of the events but particularly about the quality and quantity of presents the Children received.

PROPOSALS:

A. PEST CONTROL

The Authority has maintained the services of the current provider, APM Pest Control, who were the sole bidder and did not raise their price.

PROJECTS FOR CAPITAL FUNDS:

The Board of Commissioners approved the following projects:

A. Ocean Construction: repair of Broad Street Retaining Wall, \$1,449.00.

B. Ocean Contractors: Door replacement and ceiling patching for Broad Street Units, \$2,585.00; Broad Street Repairs and Asbestos Abatement for 2 units, \$6,319.50; cycle painting as needed.

C. MD Remodeling: Broad Street Court sump pump servicing in the crawl spaces as needed, \$1,400.00; Substitute Maintenance Work on as needed basis \$360.00 per day.

ANNUAL AUDIT:

The audit began on January 16, 2019.

RAD CONSULTANT:

The Board of Commissioners approved the continuation of the The Brooke Group as the RAD Consultant.

PERSONNEL POLICY:

The Authority has updated the Personnel Policy to comply with the New Jersey’s Paid Sick Leave Law.

OPERATING SUBSIDY:

The Authority has received confirmation that the HUD subsidy will continue through February and March 2019.

MEETING WITH THE CITY OF CAPE MAY:

Chairperson Dr. Keith Lafferty and the E.D. reported that the meeting with representatives from the City of Cape May including Mayor Clarence Lear and Vice-Chairperson Patti Hodgetts went very well. Many ideas were discussed for a possible partnership with the City once the Authority moves into the RAD conversion. One of the ideas was to increase the number of affordable housing opportunities within next five years by possibly reconfiguring the Authority’s current property.

Chairperson Dr. Keith Lafferty noted that the City’s concern is the reduction in the number of families living in the City and that partnering with Authority to develop the area would give more families with children the ability to thrive in the area.

MISCELLANEOUS:

1. NARCAN Training - the City of Cape May hosted a training session for any interested CMHA Residents. Commissioner Dr. Patricia Martz stressed the importance of the need to train as many residents as possible. She has spoken to the Mayor suggesting that the event needs to be better advertised and it should be scheduled on a regular basis and she is willing to work with him to develop a plan to get this accomplished and open it to all CMHA Residents and Staff.
2. The Authority has entered into an agreement with COMCAST to bundle all of the required services, phone, fax, internet and WIFI. However the conversion did affect the Security Cameras needing the assistance of Vector Security to resolve the problem.
3. The E.D. reported that the JIF Insurance Company has raised the annual deductible for physical property damage. It has doubled from \$2,500 to \$5,000. Commissioner Victor Faison questioned if the Authority could find another provider. The E.D. indicated the Authority did explore this option but the other providers could not compete with the JIF Program.
4. COMCAST – CMPD security device monthly billing, Chairperson Dr. Keith Lafferty will follow up with the Police Department.

Resolutions:

#2019-01 – A Resolution Approving January Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the January 2019 expenses. Vice-Chairperson Patti Hodgetts made a Motion to approve the resolution, seconded by Commissioner Victor Faison, the following vote was taken.

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

#2010-02– A Resolution Approving Executive Session

Not needed.

#2019-03– A Resolution Awarding RAD Physical Needs Assessment

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 Patti Hodgetts, the following vote was taken.

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

#2019-04 – A Resolution Approving Change Order Sidewalk Alterations-Repair Retaining Wall

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

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

#2019-05 – A Resolution Approving Contract for Substitute Maintenance Worker-Emergency Basis

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 Victor Faison, the following vote was taken.

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

#2019-06 – A Resolution Awarding General Contractor Services Contract-Broad Street Door Replacement/Ceiling Patching

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 Patti Hodgetts, the following vote was taken.

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

#2019-07 – A Resolution Awarding General Contractor Services Contract-Broad Street Floor Repairs and Asbestos Abatement

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

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

#2019-08 – A Resolution Awarding Professional Services Contract – Environmental Contract

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Chairperson Dr. Keith Lafferty 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-09 – A Resolution Approving RAD Consultant Contract Extension

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Vice Chairperson Patti Hodgetts made a Motion to approve the resolution, seconded by Commissioner Victor Faison, the following vote was taken.

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

#2019-10 – A Resolution Amending Personnel Policy

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Helen Meier made a Motion to approve the resolution, seconded by Commissioner Dr. Patricia Ann Martz, the following vote was taken.

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

#2019-11 – A Resolution Awarding General Service Contractor Services – Broad Street Sump Pumps

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 Patti Hodgetts, the following vote was taken.

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

#2019-12 – A Resolution Awarding General Contractor Services Contract Substitute Maintenance Worker per Diem

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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2018-69 – A Resolution Approving Pest Control Service Contract

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Chairperson Dr. Keith Lafferty made a Motion to approve the resolution, seconded by Vice Chairperson Patti Hodgetts, the following vote was taken.

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

There being no further business before the Board, at 5:12PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Carol Boyd made the Motion; seconded by Vice-Chairperson Patti Hodgetts the following vote was taken:

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Helen Meier 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR