

Housing Authority of the City of Cape May

REGULAR MEETING

April 15, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the April 15, 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, and the Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena, of Avena CPA’s, Daniel Toder, LSRP, PG, Vice President from Mott MacDonald, Richard Ginnetti, The Brooke Group and Willie Hicks, Maintenance Employee.

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 March 18, 2019 Regular Meeting Minutes, Commissioner Carol Boyd made the Motion, seconded by Vice-Chairperson Patricia Hodgetts to accept the March 18, Regular Meeting Minutes.

The following vote was taken to approve the March 18, 2019 Regular Meeting Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 6-month Financial Report as submitted by the Accountant. The bottom line for the six- months ending March 31, 2019, Income was under budget by \$33,214.00, Total Expenditures was budgeted at \$401,735 actual \$377,636 under budget by \$24,099. Profit was budgeted at \$1,635 actual was a loss of \$7,480 under by \$9,115.00

The Board reviewed the discrepancy concerning the Capital Funding although the report shows a minus number for the drawdown the Authority drew down the last of the 2018 Capital Funding this month. The report does not reflect the monies drawn down because the expenditures for the outside Contractor Contracts were recorded as Capital

Expenditures which does not appear on the Income and Expense Statement. Linda Avena will prepare a line-by-line item as requested by Commissioner Victor Faison for the next meeting.

COMMITTEE REPORTS:

No 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)
\$218,278.24	
<u>TOTAL</u>	<u>\$218,278.24</u>

The E.D. advised the Board that the Authority will be replacing the money that was removed from Reserves. However, there are current expenses relating to RAD that will not be reimbursed so the initial repayment will more than likely be approximately \$50,000.00, not the full \$65,000.00.

Energy Savings:

The energy savings for last period was \$2,410.88 or 17.94%.

COMMISSIONER:

Commissioners Carol Boyd, Helen Meier and Dr. Christopher Traficante have registered for the Ethics course through Rutgers University. The training will be held on May 7, 2019 at the Conference in Atlantic City.

The E.D. reminded the Commissioners that they must complete the FDS Financial Data Report by April 30th.

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 Osborne 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. The Consultant, Rick Ginnetti reported the 2019 higher rental rates for the Cape May Area from HUD will increase the gross projected income for the Authority from **\$785,062** to **\$852,000**.

The Authority is waiting for the final RAD PCNA Report but has received the energy audit portion of the analysis.

ENVIRONMENTAL HISTORY:

Attorney Gabage reported the following:

There are two environmental issues:

1. Historic Fill – responsibility of the Authority to decide what to do. Application for exemption has been filed with the DEP; awaiting a response. The Board will need to make a decision whether or not to remediate the site even if the exemption is granted. If remediation is in order, then the Authority may hire an environmental consultant to help with completing an application for grant money.
2. JCP&L issue – currently in the hands of the Environmental Consultant. The report has been shared with the Board. The Board reviewed the information to determine what course it needs to take with respect to the Deed Notice and requiring JCP&L to perform further remediation of the site. Mr. Toder explained the issue in more detail with the board.

The other consideration discussed was whether or not HUD will require the remediation of both sites as part of the RAD conversion. The Authority needs to get a response from the RAD Consultant as to what HUD will require.

The Environmental Issues were deferred to the Executive Session.

RESIDENT COUNCIL:

The E.D. reported that the Authority has received notification from four Broad Street Residents that they are volunteering to form a Broad Street Resident Council. The E.D. is in the process of preparing the necessary paperwork to establish the Broad Street Resident Council. It is anticipated the first meeting will be held in May 2019.

NON-PROFIT:

The first fund raising event was held on April 5, 2019 at the Cape May Brewery. It was a huge success.

LANDSCAPING PROPOSAL:

The Authority received three proposals from: A Touch of Grass Landscaping - \$1,100.00; Murphy's Lawn Care & Landscaping - \$965.00 and Boyes Lawncare - \$1,250.00.

HUD REQUIRED REPORTS:

The E.D. has submitted the RAD Significant Amendment to the 5-year Plan.

The E.D. is in the process of completing the Annual Plan for submission to HUD in July 2019.

OPERATING/CAPITAL SUBSIDY:

The Accounts have completed the Application for Federal Assistance for submission to HUD; the E.D. has sent the necessary paperwork to HUD. The estimated funding is - \$329,622.00.

The Capital Funding should be published soon by May 2019.

Resolutions:

#2019-28 – A Resolution Approving April 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. To pay the April 2019 expenses. Commissioner Carol Boyd made the 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)

#2010-29– A Resolution Approving Executive Session

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Carol Boyd made the 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)

#2019-30– A Resolution Approving RAD Signification Amendment to 5-Year Plan

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

#2019-31 – A Resolution Approving Lawn-Care Services

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

#2019-32 – A Resolution Approving Grant Writing Services

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 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)

The E.D. noted the Grant Writing Company, Tandem Care, Inc. will not invoice the Authority for this work because of the credit due to the Authority because the Company did not fulfill its' obligation concerning the grant writing services for 2018.

#2019-33 – A Resolution Approval of Operating Subsidy 2019 for NJ 62001

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

At 4:50pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss an environmental matter.

AT 5:35pm Chairperson Dr. Keith Lafferty called for a motion closed the Executive Session and reopen the public 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Chairperson Dr. Keith Lafferty called for a motion to authorize the professionals, Charles Gabage, Solicitor and Daniel Toder, LSRP, to begin negotiations with JCP&L to attempt to finalize the Deed Notice with language that would be acceptable to both sides and would include the requirements as discussed in the Executive Informal Discussions.

Dr. Christopher Traficante 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 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 5:39 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Carol Boyd made the Motion; 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR