

# Housing Authority of the City of Cape May

## REGULAR MEETING

August 19, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the August 19, 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 (via telephone)  
Commissioner Carol Boyd  
Commissioner Dr. Patricia Ann Martz (via telephone)  
Commissioner Helen Meier  
Commissioner Dr. Christopher Traficante

Commissioner Victor Faison was not present for this meeting.

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, and Rick Ginnetti, The Brooke Group.

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 July 15, 2019, Regular and Executive Session Meeting Minutes, Commissioner Dr. Traficante made the Motion, seconded by Commissioner Helen Meier to accept the July 15, 2019, Regular and Executive Session Meeting Minutes.

The following vote was taken to approve the July 15, 2019 Regular and Executive Session Meeting Minutes.

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

### ACCOUNTANT'S REPORT:

Ms. Avena reviewed the ten months ending Income & Expense Statement. The bottom line for the ten months ending July 31, 2019: Income was over budget by \$60,831; Total Expenditures was budgeted at \$669,558; actual \$628,069 under budget by \$41,489. Profit was budgeted at \$2,725; actual \$102,320 minus capital expenditures of \$99,030 equals a profit of \$6,015.

Ms. Avena reported that the State of New Jersey has approved the 2019-2020 Fiscal Year Budget. Next month the Board will need to approve a Resolution for the State approved budget.

### COMMITTEE REPORTS:

No Reports

The E.D. reported that an Ad Hoc Committee consisting of Dr. Christopher Traficante and Commissioner Boyd would be formed to review the Proposals for the Legal, Auditing and Auditor Providers.

**ADMINISTRATIVE REPORT:**

Ms. Hackenberg reported the following:

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

**MONEY MARKET**

**TOTAL**

\$218,278.24

Money Market (Sturdy Bank)

**TOTAL** **\$218,278.24**

- b. **ENERGY SAVINGS:**

The energy savings for last period was \$760.44 or 11.23%.

Discussions were held on the benefit of exploring SOLAR energy, but it was determined it would not be feasible for the Housing Authority to explore this option at this time.

It was agreed in accordance with Rick Ginnetti’s suggestion, that in the future the Housing Authority explore options available under the NJ Community Solar Act. Under this option the Housing Authority would sign an agreement with a provider of solar energy and whatever the electric rate is the Authority would get a reduced rate on the electric charges.

The E.D. reported that the Authority is already being charged a miniscule tariff for not participating in this program.

**COMMISSIONERS:**

On August 8, 2019, Dr. Patricia Martz, whose term expires September 14, 2019 (replacing Thomas G. Hynes), wrote an Interest Letter to the City Manager indicating she was interested in serving on the CMHA Board for another 5 years. Additionally, Chairman Dr. Keith Lafferty expressed his interest in having the City renew the appointment of Dr. Patricia Martz for a five-year term.

On August 9, 2019 Mayor Clarence F. Lear III informed the E.D. that they would schedule it for a resolution for Council. (The next Council Meeting scheduled for August 30, 2019).

Commissioners Carol Boyd and Helen Meier have been registered for two courses, Financial Issues and Procedures – November 16, 2019 and Skills for Commissioners – December 6, 2019 at ACCC.

**RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:**

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.

With the 2<sup>nd</sup> CHAP, the 2019 rental rates for the Cape May Area from HUD were increased. The gross project income for the Authority will increase from \$785,062 to \$852,000. This makes it a viable endeavor.

The PCNA Consultant has completed the site survey and the Authority has received a DRAFT report of the Physical Needs Assessment. Mr. Ginnetti and the E.D. have been reviewing it and making some corrections.

**PHASE I ESA (Environmental Site Assessment)**

The E.D. reported the Authority received the Pennoni Phase I Environmental Site Assessment. The Executive Summary was distributed to the Board. The Conclusion is that Pennoni identified no CRECs (Controlled Recognized Environmental Condition) or HRECs (Historical Recognized Environmental Condition) in connection with the property.

**NEEDS ASSESSMENT REPORT:**

The report recommended several minor immediate repairs that need to be completed in the office building:

• Cabinet & vanities UFAS Accessibility Modifications	\$625.00
• Common area bath accessories- install scald and abrasion sink wrap and levered sink hardware	\$500.00
• Common area bath accessories-install compliant grab bars	\$250.00
• Common area bath accessories-lower mirrors	\$ 80.00
• Cabinets & vanities-provide roll under access at community sink and lower wall cabinets	\$1,500.00
<b>TOTAL:</b>	<b><u>\$3,255.00</u></b>

**ENVIRONMENTAL HISTORY:**

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 (LSRP). 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(s). Recently, Mr. Toder (LSRP) from Mott MacDonald had explained the issue in more detail with the Board of Commissioners.

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 as to what HUD will require.

Rick Ginnetti summarized the Phase I Report submitted by Pennoni. The report confirms everything that the Authority knew and that the lead is a result of “historic fill” which is prevalent throughout the State of New Jersey and Cape May County. The report also recommends completing a Phase II study to delineate the hot spots. Pennoni also recommends that the Authority establish a statewide deed notice/restriction for the historic fill.

The Board agreed that the Authority will need to procure a Company to do a Phase II Environmental Study to delineate the “hot spots”, find the coinage to pay for the study, take the soil out, put down a driveway and do a deed notice.

Attorney Gabage reported that the Board Document for the meeting with JCP&L has been sent to Richard Conway, Esquire. He advised him, if needed, JCP&L could postpone the August 27, 2019 meeting. Also, if the meeting goes on as scheduled and all items are not addressed then follow up meetings will need to be scheduled.

Attorney Gabage suggested that the Board make a determination on the Deed Notice because the uncertainty cannot go on indefinitely.

**RESIDENT COUNCILS:**

The Family Resident Council has opened their checking account. The Senior Resident Council has arranged for a few “Snap-Ed” nutrition education presentations in the Community Room.

**NON-PROFIT:**

Chairperson Dr. Keith Lafferty reported the Board will be meeting on this date to discuss the planning of future events, the beginning of the Fall Tutoring Program and the completion of the Technology/Library Room.

**ONGOING PROJECTS:**

- Exterior Repairs to the Lafayette Offices – the Architect solicited, via an RFP, for exterior repairs of water damage on the front office siding and windows. The Board was asked to approve a Resolution awarding this work to All Solutions Restoration.
- Unit Turn Over Services – the Architect solicited, via an RFP, for Unit Turn Over services, 4 proposals were submitted. The E.D. is suggesting that the Board award the work to All Solutions Restoration because two of the bidders were near the \$17,500 per year threshold.

In response to Chairman Dr. Keith Lafferty’s question concerning procurement regulations, the E.D. explained that the Authority was following the Small Purchases Procedure whereby the Authority could solicit RFPs without going for sealed bids and advertising. When this procedure is followed, a Contractor who is engaged for work projects cannot be paid more the \$17,500 in a year. Attorney Gabage explained that this is a New Jersey Public Contract Law.

**Resolutions:**

**#2019-54 – A Resolution Approving August 2019 Monthly Expenses**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the August 2019 expenses. Vice-Chairperson Patricia Hodgetts made the motion to approve the resolution; seconded by Commissioner Dr. Christopher Traficante the and 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)

**#2019-55 – A Resolution Approving Executive Session**

Not needed

**#2019-56 – A Resolution Awarding Professional Services Contract Exterior Repairs to the Lafayette Offices**

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)

There being no further business before the Board, at 6:15 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Helen Meier made the Motion; 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)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR