

Housing Authority of the City of Cape May

REGULAR MEETING

December 16, 2019

At 4:10 PM, **Vice-Chairperson Patricia Hodgetts called to order** the December 16, 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 (via telephone)
Vice-Chairperson Patricia Hodgetts
Commissioner Dr. Patricia Ann Martz (via telephone)
Commissioner Helen Meier
Commissioner Dr. Christopher Traficante

Commissioners Carol Boyd and Victor Faison did not attend the meeting.

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

The Executive Director, Carol Hackenberg, noted that there was one member of the public attending the meeting, City of Cape May Councilman Zack Mullock.

Vice-Chairperson Patricia Hodgetts read the **"Statement of Compliance – Sunshine Law"** and led the Pledge of Allegiance.

Following the roll call of Commissioners, Vice-Chairperson Patricia Hodgetts declared there was a quorum present.

Vice-Chairperson Patricia Hodgetts called for a Motion to accept the November 18, 2019 Regular Meeting Minutes, Commissioner Dr. Christopher Traficante made the Motion, seconded by Commissioner Helen Meier to accept the November 18, 2019, Regular Meeting Minutes.

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

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

ACCOUNTANT'S REPORT:

The Board reviewed the twelve months ending Income & Expense Statement. The bottom line for the second month ending November 30, 2019 as follows:

- Income budget \$145,641 actual \$117,617 – under by \$28,024 (due to no drawdown of Capital Funding)
- Admin budget \$40,801 actual \$34,309 - under by \$6,492
- Utilities budget \$44,667 actual \$22,572 – under by \$11,579
- Maintenance budget \$32,736 actual \$9,616 – under by \$10,164
- Other expenses budget \$8,517 actual \$9,757 – over by \$1,240
- Profit budget \$1,900 actual \$17,538 – under by \$15,638

COMMITTEE REPORTS:

Energy Committee –no report

ADMINISTRATIVE REPORT:

Ms. Hackenberg reported the following:

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

MONEY MARKET

TOTAL

\$218,606.09

Money Market (Sturdy Bank)

TOTAL **\$218,606.09**

ENERGY SAVINGS:

The energy savings for the last period was \$760.44 (11.23%)

The E.D. participated in an energy auction on November 26, 2019. The lowest bidder was Plymouth Rock Energy at a cost of \$0.07324 per kWh. The contract will begin February 1, 2020 and end February 1, 2022.

COMMISSIONER:

Commissioner Dr. Keith Lafferty confirmed that the Commissioners are continuing to schedule their required training. Some Commissioners will be finished their training in December 2019.

RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:

The PCNA Consultant has completed the site assessment and the Phase I Environmental Survey. The Phase II Environmental Survey must be done next as recommended in the Phase I Report.

On December 2, 2019, Chairman Dr. Keith Lafferty sent a letter to May Chuck Lear asking him to assign someone to the informal Housing Authority Ad Hoc Committee to explore Mixed Income and Mixed Finance housing for residents of Cape May.

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).

Prior to leaving the meeting, Councilman Zack Mullock asked about an update on the environmental issue. Attorney Charles Gabage reported that the Environmental Consultant is going to submit a proposal to present to JCP&L to investigate the extent of the contamination on Osborne Court Property. The issue is to clean up the contamination, so it is in that discussion phase. We are awaiting a proposal, and then see if JCP&L will help pay for it.

NON-PROFIT:

Several activities are planned for the month of December as follows:

Trolley Tour

Secret Santa Workshop

Christmas present deliveries on December 24th.

NEW PROJECTS:

The Architect of record, Charles Collins is preparing a specification for bids for the refurbishing of units.

PEST CONTROL:

The Board was asked to sign a resolution to approve awarding the Contract for Pest Control to the lowest responsible bidder.

JIF FUND COMMISSIONER:

The Annual JIF Fund Commissioner Resolution was presented to the Board for their signatures.

PILOT PAYMENT:

The Accountant has calculated the annual PILOT Payment at \$16,715.70, payable to the City at calendar year end.

FLAT RENT SCHEDULE:

HUD has issued the 2020 Fair Market Rent Schedule as follows:

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HUD has issued the 2020 Fair Market Rent Schedule as follows:

UNIT SIZE	RENT PER MONTH
0 bedroom non-elevated 1 story unit	\$814.00
1 bedroom non-elevated 1 story unit	\$1,012.00
2 bedroom non-elevated 2 story unit	\$1,250.00
3 bedroom non-elevated 2 story unit	\$1,669.00
4 bedroom non-elevated 2 story unit	\$1,708.00

CMHA 2020 FLAT RENT SCHEDULE

UNIT SIZE	RENT PER MONTH
0 bedroom non-elevated 1 story unit	\$730.00
1 bedroom non-elevated 1 story unit	\$990.00
2 bedroom non-elevated 2 story unit	\$1,136.00
3 bedroom non-elevated 2 story unit	\$1,437.00
4 bedroom non-elevated 2 story unit	\$1,975.00

MISCELLANEOUS:

- A The Annual Audit is scheduled to begin as of January 7, 2020
- B. The Girlfriends delivered Christmas packages to the Lafayette & Osborne Court Residents on December 10, 2019.
- C. The Church of the Advent distributed Acme Gift Cards to all residents
- D. The Senior Resident Council distributed money to the Lafayette & Osborne Court Residents.
- E. The City of Cape May Police Department will be delivering Christmas presents to the Broad Street Children on December 23, 2019.

Councilman Zack Mullock left the meeting.

Resolutions:

#2019-76 – A Resolution Approving December 2019 Monthly Expenses

Vice-Chairperson Patricia Hodgetts called for a Motion to approve the resolution to pay the December 2019 expenses. Commissioner Dr. Christopher Traficante made the 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-77 – A Resolution Approving Executive Session

Vice-Chairperson Patricia Hodgetts called for a Motion to approve the resolution; Commissioner Dr. Christopher Traficante made the 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-78– A Resolution Approving Pest Control Services

Vice-Chairperson Patricia Hodgetts called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-79– A Resolution Approving A JIF Fund Commissioner

Vice-Chairperson Patricia Hodgetts called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-80– A Resolution Approving Plymouth Rock Energy Services

Vice-Chairperson Patricia Hodgetts called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-81– A Resolution Approving Cape May Housing Authority Flat Rent Schedule

Vice-Chairperson Patricia Hodgetts called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 4:30pm Vice-Chairperson Patricia Hodgetts suspended the open public meeting and the Board entered into Executive Session to discuss the environmental matters.

At 4:50pm Vice-Chairperson Patricia Hodgetts called for a motion to close the Executive Session and reopen the public meeting. Commissioner Dr. Christopher Traficante made the motion, seconded by Commissioner Helen Meier the following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(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 5:00 PM Vice-Chairperson Patricia Hodgetts called for a Motion to **adjourn the meeting**. Commissioner Dr. Christopher Traficante made the Motion; seconded by Commissioner Helen Meier the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR