

Housing Authority of the City of Cape May

REGULAR MEETING

February 25, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the February 25, 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
Commissioner Carol Boyd
Commissioner Victor Faison
Commissioner Dr. Patricia Ann Martz
Commissioner Helen Meier
Commissioner Dr. Christopher Traficante

Vice-Chairperson Patricia Hodgetts was not present at the 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.

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 January 28, 2019 Regular Meeting Minutes, Commissioner Victor Faison made the Motion, seconded by Commissioner Carol Boyd to accept the January 28, 2019 Regular Meeting Minutes.

The following vote was taken to approve the January 28, 2019 Regular Meeting Minutes.

Chairperson Dr. Keith Lafferty	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Victor Faison	(Yes)
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 4-month Financial Report as submitted by the Accountant. The bottom line for the four months ending January 31, 2019, the Housing Authority was under budget by \$32,020 and showed a profit of \$7,292.

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 cost 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.

Commissioners Carol Boyd, Helen Meier and Dr. Christopher Traficante will also be attending a training seminar on May 17, 2019 in Atlantic City.

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 the 2019 HUD higher rental rates for the Cape May Area will increase the gross projected income for the Authority from \$785,062 to \$852,000.

The AEI Group Consultants have begun the RAD Physical Needs Assessment. They were on site on February 21 & 22, 2019 to inspect the property and 25% of the units on each site.

The RAD Consultant, Rick Gennetti, has provided a report that includes the Section 8 Operating Expenses, Section 9 Operating Income and Section 12 Total Sources of Funds concerning the RAD conversion Budget. The report shows the following:

- Total Operating Expenses of \$675,325,
- Effective Gross Income \$814,244
- Net Operating Income \$53,919
- Total Development Cost \$433,000
- Total Sources of Funds
 - Capital Fund \$150,000
 - Reserves \$283,000
- Total Sources of Funds \$433,000

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 should be submitted to the Board next week. The Board can review that information and determine what course it needs to take with respect to the Deed Notice and requiring JCP&L to perform further remediation of the site.

The other consideration is 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.

Chairperson Dr. Keith Lafferty indicated he will be arranging a meeting with the RAD Consultant to address this issue as well as a review of the current and future expenditures that are needed to complete the RAD conversion.

RESIDENT COUNCIL:

Chairperson Dr. Keith Lafferty emphasized the need to establish a Resident Council for the Broad Street Residents. The E.D. indicated the Authority will once again send out notices to them in hopes of getting enough volunteers to establish a Resident Council.

The E.D. reported that a meeting will be held with the Senior Resident Council to review the significant amendment to the Annual and 5-Year Plan, as mandated due to the possibility of a RAD conversion.

NON-PROFIT:

Dr. Lafferty reported that the first fund raising event for Cape May Cares, Inc. will be held on April 5, 2019 at the Cape May Brewery.

The E.D. reported that a Valentine’s Day celebration was held on February 13, 2019 for all courts. It was fun for all who attended.

ONGOING PROJECTS:

The E.D. updated the Board on the status of the current projects:

1. The Contractors are in the process of completing the refurbish on Units #1 and #16 Lafayette Court. Unit #16 and Unit #1 needs all floors replaced/repared and #1 needs bathroom floor repairs.

2. M.D. Remodeling cleaned all of the gutters on Lafayette and Osborne Courts on February 6, 2019. They also installed “no smoking” signs throughout the property.

3. Ocean Contractors is completing the repair/replacement of the kitchen floors in units #15 & #26 Broad Street Court.

MISCELLANEOUS:

1. Two grievance hearings were held, one with an applicant and the other with a Tenant. The matters have been resolved through the Grievance Officer’s decisions.

Resolutions:

#2019-13 – A Resolution Approving February Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the February 2019 expenses. Commissioner Victor Faison made a Motion to approve the resolution, seconded by Commissioner Carol Boyd, the following vote was taken.

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

#2010-14– A Resolution Approving Executive Session

Not needed.

#2019-15– A Resolution Approving Reimbursement of Medicare Part B Premiums to Retirees

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

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

#2019-16 – A Resolution Approving Adding Demand Deposit Account Signatories

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

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

#2019-17 – A Resolution Approving General Contractor Services – Ocean Contractors, Inc.

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

#2019-18 – A Resolution Awarding General Contractor Services Ocean Contractors-Broad Street Doors

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

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

**#2019-19 – A Resolution Awarding General Contractor Services Contract Ocean Contractors-#16 Lafayette-
Repair of Floor**

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

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

#2019-20 – A Resolution Utilization of Reserves

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

Chairperson Dr. Keith Lafferty	(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 4:54PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Victor Faison made the Motion; seconded by Commissioner Helen Meier the following vote was taken:

Chairperson Dr. Keith Lafferty	(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