

Housing Authority of the City of Cape May

REGULAR MEETING

July 15, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the July 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—Entered 4:15PM
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, 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 June 17, 2019 Regular Meeting Minutes, Commissioner Dr. Traficante made the Motion, seconded by Commissioner Dr. Patricia Martz to accept the June 17, 2019, Regular Meeting Minutes.

The following vote was taken to approve the June 17, 2019 Regular Meeting Minutes.

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

ACCOUNTANT'S REPORT:

The Board reviewed the nine months ending Income & Expense Statement. The bottom line for the nine months ending June 30, 2019: Income was over budget by \$66,528; Total Expenditures was budgeted at \$602,603; actual \$565,731 under budget by \$36,872. Profit was budgeted at \$2,452; actual \$105,853 minus capital expenditures of \$99,030 equals a profit of \$6,823.

Ms. Avena distributed the Cape May Housing Authority Proposed Budget for the fiscal year ending September 30, 2020, for the Board review as follows:

1. The estimated total operating income is budgeted at \$873,850. It's an increase over last year's of \$806,740.00 because of the anticipated increases again in rental income, capital and operating funding.
2. Administrative expenses, \$244,180.00. Increase over last year is due to adjustment in salaries, accounting, auditing, sundry and telephone expenses based on last year's expenses.

3. Utilities expenses, \$268,000.00. This is lower than last year's \$281,000.00 due to a reduction in electric and sewer/water expenses.
4. Maintenance expenses, \$196,420.00. This is lower than last year's \$255,420.00 because of the reduction in staff. However, the contract costs are estimated to be higher because of the increased cost of outside contractors performing various functions such as refurbishing the units.

AUDIT REVIEW:

The Auditor did receive the State of New Jersey GASB68 information and the E.D. has submitted all of necessary documents to HUD and the State of New Jersey. However, the GASB75 rate information for retirees is still pending.

COMMITTEE REPORTS:

No Reports

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**

In response to Chairman Dr. Lafferty's question about the amount of reserves the Authority should maintain, the E.D. explained that HUD suggest that no more than 4 months reserves should be maintained by the Authority.

- b. **ENERGY SAVINGS:**

The energy savings for last period was \$1,531.08 or 20.29%.

COMMISSIONER:

The Commissioners are continuing to schedule their required training. The E.D. did distribute the Fall Schedule to all of the Commissioners.

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 2nd 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 four proposals. The Review Committee read and selected the Pennoni Company; the Board was asked to approve the Resolution awarding the work to this Company. It was also reported that the Authority should have a preliminary report by the August 19, 2019 Board Meeting.

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.

Attorney Gabage suggested that the Board arrange a face-to-face meeting with JCP&L so that the Board can ask as many questions as needed. This to ensure they are comfortable and that all of their questions and concerns have been addressed.

Chairperson Dr. Keith Lafferty reported that a Special Meeting will be scheduled for Tuesday, August 27, 2019 at 1:00pm for the Board to meet with the JCP&L Representatives.

RESIDENT COUNCIL:

Per HUD regulations the Authority will be issuing payment to both Councils as follows:

- Senior Resident Council - \$25.00 x 55 = \$1,375.00
- Family Resident Council - \$25.00 x 30 = \$750.00

NON-PROFIT:

Chairperson Dr. Keith Lafferty reported the following activities have been initiated for the Broad Street Children:

- Free Tutoring to begin on July 8th –approximately 7 children have signed up for this activity.
- Free Tennis Lessons – approximately 7 children are participating in this event.
- Free Sailing Lessons – approximately 2 children have signed up for this activity
- Nature Center Day Camp – approximately 2 children have signed up for this activity.
- Swim Lessons – approximately 5 children have signed up for this activity.

ONGOING PROJECTS:

- Tree Trimming Services
The E.D. solicited quotes for this work. One Company responded, Menear's Landscaping & Tree Service with a bid of \$900.00. The Board approved a resolution awarding this work to Menear's.

Resolutions:

#2019-42– A Resolution Approving Certification of Annual Audit

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. Patricia 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)

#2019-43 – A Resolution Approving Audit Review Certificate

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Victor Faison made a Motion to approve the resolution, 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)

#2019-47 – A Resolution Approving July 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the July 2019 expenses. Vice-Chairperson Patricia Hodgetts made the motion to approve the resolution; seconded by Commissioner Helen Meier 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)

#2019-48 – A Resolution Approving Executive Session

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. Patricia 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)

#2019-49 – A Resolution to Amend the Five-Year Annual Agency 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-50 – A Resolution Approving Submission of the State Budget

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

#2019-51 – A Resolution Approving Awarding Tree Work 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. Patricia 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)

#2019-52 – A Resolution Approving RAD Required Phase I ESA 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)

#2019-53 – A Resolution Approving Medicare Part B Medicare Reimbursement

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)

At 5:05pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss an environmental matter.

At 6:00pm Chairperson Dr. Keith Lafferty 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 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 6:05 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia Hodgetts made the Motion; seconded by Commissioner Dr. Patricia 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)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR