

Housing Authority of the City of Cape May

REGULAR MEETING

May 20, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the May 20, 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 and 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 April 15, 2019 Regular Meeting Minutes, Commissioner Carol Boyd made the Motion, seconded by Vice-Chairperson Patricia Hodgetts to accept the April 15, Regular Meeting Minutes.

The following vote was taken to approve the April 15, 2019 Regular Meeting Minutes.

- | | |
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| 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) |

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 7-month Financial Report as submitted by the Accountant. The bottom line for the seven- months ending April 30, 2019, Income was over budget by \$69,053, Total Expenditures was budgeted at \$468,694 actual \$439,716 under budget by \$28,978. Profit was budgeted at \$1,903 and actual was a profit of \$3,507.

Ms. Avena noted that the Income & Expense Statement now reflects capital fund money in the line income; it also indicates the total monies used for capital expenditures in the amount of \$96,427.00.

Ms. Avena distributed a copy of a report, Cape May Housing Authority Analysis of 2018 Capital Fund Uses, representing a line-by-line item of the amount paid to each contractor for capital improvements and also includes payments to the City of Cape May for the water-sewer charges. She also noted that the original amount budgeted was \$153,579.00 however the actual grant was for \$155,346.00.

COMMITTEE REPORTS:

No Reports

Chairperson Dr. Lafferty established the following sub-committees:

- RAD – Dr. Martz, Helen Meier and Dr. Christopher Traficante
- Personnel – Dr. Lafferty and Carol Boyd

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:

The Commissioners are continuing to schedule their required training.

RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:

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 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. are reviewing it and making some corrections.

The E.D. reported that the Authority has submitted all of the required reports and information to HUD. The Authority still has to arrange the required tenant meetings and complete the environmental review.

Chairperson Dr. Lafferty reported that a meeting will be arranged with the Mayor, the City Manager, Rick Ginnetti and the E.D. The RAD Consultant, Rick Ginnetti, will begin to put a plan together for that 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. 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. is in the process of finalizing the paperwork to establish the Broad Street Court Family Resident Council. Chairperson Dr. Lafferty requested that going forward the Board receive a copy of the Council Meeting Minutes.

NON-PROFIT:

The Cape May Cares Organization has arranged for the following activities for the Broad Street Residents:

- Summer Tutoring
- Tennis Lessons
- Yachting Lessons
- Nature Center Day Camp
- Ice Cream (End of School) Buffett

WEED CONTROL:

The E.D. has made arrangements for Avalon Weed Control to provide the annual weed control service, mostly for poison ivy.

HUD OPERATING/CAPITAL FUNDING:

HUD has advised the Authority that the Capital Funding for 2019 (May 2019-April 2020) has been determined in the amount of \$160,652.00. This money must be set aside for the RAD conversion. (The water/sewer bills will hopefully not interfere with that plan.)

HUD REQUIRED REPORTS:

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

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

Resolutions:

#2019-34 – A Resolution Approving May 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. To pay the May 2019 expenses. Vice-Chairperson Patricia Hodgetts made the 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)

#2010-35– A Resolution Approving Executive Session

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Vice-Chairperson Patricia Hodgetts made the motion to approve the resolution, seconded by Commissioner Victor Faison, 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)

#2019-36– A Resolution Approving Declaration of Trust

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

#2019-37 – A Resolution Approving Weed Control Service

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante 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)

#2019-38 – A Resolution Approving Revision Admission and Continued Occupancy Policy

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)

#2019-39 – A Resolution Approval Capital Fund Program 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 Victor Faison, 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 4:45pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss an environmental matter.

AT 5:30pm Chairperson Dr. Keith Lafferty called for a motion to close the Executive Session and reopen the public meeting. Commissioner Victor Faison 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)

There being no further business before the Board, at 5:35 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Victor Faison 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