

Housing Authority of the City of Cape May

REGULAR MEETING

November 18, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the November 18, 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 (via telephone)
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, and Linda Avena, of Avena CPA's.

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 October 21, 2019 Regular and Executive Session Meeting Minutes, Commissioner Helen Meier made the Motion, seconded by Commissioner Victor Faison to accept the October 21, 2019, Regular and Executive Session Meeting Minutes.

The following vote was taken to approve the October 21, 2019 Regular and Executive Session Meeting Minutes.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Abstain)
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 first month ending October 31, 2019 as follows:

- Income budget \$72,821 actual \$59,213 – under by \$13,608 (due to no drawdown of Capital Funding)
- Admin budget \$24,402 actual \$17,456 - under by \$2,946 (due to payroll raises and some overtime)
- Utilities budget \$22,333 actual \$16,597 – under by \$5,826
- Maintenance budget \$16,368 actual \$9,616 – under by \$6,752
- Other expenses budget \$4,258 actual \$4,918 – over by \$660
- Profit budget \$950 actual \$10,539 – over by \$9,589

COMMITTEE REPORTS:

Energy Committee – Commissioner Dr. Trafficante – 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

\$218,534.24

Money Market (Sturdy Bank)

TOTAL

\$218,534.24

ENERGY SAVINGS:

The energy savings for the last period was \$762.47 (14.14%)

COMMISSIONER:

Commissioner Dr. Keith Lafferty confirmed that the Commissioners are continuing to schedule their required training. It was reported that Commissioners, all 5 new Boards Members will be attending training in October, November and December. They are awaiting the next publication of class offerings. Some Commissioners will be finished their training in December 2019.

1-3-5 YEAR PROJECTION PLAN:

Chairman Dr. Keith Lafferty distributed copies of the 1-3-5 Year Plan as prepared by the E.D. The report also contains an Executive Director Job Description. The Board was asked to review the report and submit any suggested changes particularly as it relates to the Mission Statement, to the E.D. The Mission Statement has been CMHA’s Mission Statement for many years.

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.

The Board discussed the upcoming RAD conversion and other possible avenues to explore such as Mixed Income Housing and Mixed Financing. It was agreed that an Ad Hoc Committee would be formed to discuss these options. It was agreed that a letter would be sent to Mayor Lear inviting him to appoint a member of Council as part of this Committee. Chairman Dr. Keith Lafferty will follow up with a letter to the Mayor.

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).

On Monday, November 11, 2019, Attorney Gabage sent a letter signed by Chairman Dr. Keith Lafferty, to Richard Conway, Esq. asking that JCP&L notify the Housing Authority by November 30, 2019 if they will honor their commitment made at the August 27, 2019 Meeting to assist the Housing Authority with identification of the contamination and subsequent cost of remediation. The Authority is required to obtain an Engineering Control Evaluation. The Authority received two proposals from Pennoni and Mott MacDonald.

Attorney Gabage reported that he had not received a response from Richard Conway, Esq. (JCP&L) regarding the letter sent on 11/11/19. However, Dan Toder of Mott MacDonald was contacted by JCP&L Project Manager, Anna

Sullivan, who requested a meeting take place to discuss the technical matters at hand. This occurred the day Mr. Toder visited with the E.D. to introduce his replacement once he retires as of 1/1/2020. A meeting was set up to take place on December 12, 2019 at the office of Mott MacDonald, and the E.D. will call in. Also, on 11/11/19, a phone call with Mr. Gin+etti and Marc Chartier of Pennoni and the E.D. took place, to clarify the proposal approach submitted by Pennoni. Attorney Gabage recommended to the Board that no action be taken at this time.

NON-PROFIT:

The Facilities Use Agreement has been signed for the use of the Community Room. The Tutoring Program is ongoing. The WIFI connection is still an issue that is being worked on by the Xpress Computers.

ONGOING PROJECTS:

The Architect of record, Charles Collins is preparing a specification for bids for the refurbishing of units. The E.D. has requested quotes for the upgrade of the security cameras and for LED lighting.

SNOW REMOVAL:

The Authority received one proposal from Murphy's Landscaping to perform the snow removal services for the 2019-2020 Season. The Board will be asked to approve a Resolution awarding the contract to Murphy's Landscaping.

FINANCIAL:

HUD officials have approved the FYE 9/30/2018 audited financial statements for the Housing Authority. The Fee Accountant is proceeding with the submission of the Financial Data Summary for the year-ended September 30, 2019.

MISCELLANEOUS:

- A. The Housing Authority is proceeding with an eviction, after Judge Callinan issued a final warning during a grievance hearing.
- B. On Tuesday, November 12, 2019, the Philadelphia Special Agent of the HUD OIG came to introduce himself.

Resolutions:

#2019-73 – A Resolution Approving November 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the November 2019 expenses. Commissioner Victor Faison made the 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)

#2019-74 – A Resolution Approving Executive Session

Not Needed

#2019-75 – A Resolution Approving Snow Removal Services

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 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)

There being no further business before the Board, at 4:55 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