

Housing Authority of the City of Cape May

REGULAR MEETING

October 21, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the October 21, 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, until 5:00pm)
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 Ginnett, 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 September 16, 2019 Regular Meeting Minutes, Commissioner Carol Boyd made the Motion, seconded by Commissioner Helen Meier to accept the September 16, 2019, Regular Meeting Minutes.

The following vote was taken to approve the September 16, 2019 Regular 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	(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 twelve months ending September 30, 2019 as follows:

- Income budget \$806,740, actual \$854,429 – over by \$47,689
- Expenses budget \$170,990, actual \$186,992 - under by \$16,002
- Utilities budget \$281,000, actual \$226,922 – under by \$54,078
- Maintenance budget \$196,650, actual \$201,979 – under by \$5,329
- Other expenses budget \$153,430, actual \$146,488 – under by \$6,942
- Profit budget \$3,270, actual \$89,764 – under by \$86,494 – capital expenditures of \$99,030 – year end loss of \$9,266.

Commissioner Victor Faison questioned the loss of \$9,266. Ms. Avena explained that there was additional income of subsidy but there was an increase in maintenance contract cost, training and RAD expenses. The E.D. indicated the General Ledger was available for review.

SECURITY CAMERAS:

The E.D. reported that the server for the security cameras located at the Cape May Police Department will be disconnected thereby eliminating the charges the Authority pays every month for this equipment.

Following discussions on the matter Commissioner Victor Faison requested that a letter be sent to the Police Department with a copy to City Counsel concerning the necessity for security coverage of the Housing Authority property via the Police Department. The letter should advise them of the equipment available through Vector Security to enable them to gain access to the security cameras.

COMMITTEE REPORTS:

Energy Committee – Commissioner Dr. Traficante reported that he will be investigating the Community Solar Program.

Ad Hoc-Proposal Committee: The final selection for an Auditor was concluded, the Board will be asked to approve a resolution awarding the contract to Whisman Giordano & Associates.

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

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.

RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:

Rick Ginnett updated the Board on the outcome of the last RAD phone conference with HUD. It was a significant update on JCP&L and the lead issue. The HUD recapitalization group advised the Authority that this issue has to be resolved before the Authority can complete the part 50 Environmental Review for the RAD conversion. Therefore, they have extended the time to complete this requirement until the end of the year to allow for the settlement of this issue. The Authority needs to keep HUD updated with regard to our progress.

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).

All other matters were deferred to the Executive Session.

NON-PROFIT:

Chairperson Dr. Keith Lafferty reported the Family and Senior Resident Council Members will be attending the Cape May Cares Meeting today.

ONGOING PROJECTS:

The Authority has awarded a contract to All Solutions to perform the refurbish work in the units, with some “testing” period to follow.

ANNUAL HUD INSPECTIONS:

The Authority has completed all of the annual inspections on all units. Repairs will be made in priority order.

SOCIAL SECURITY 202 INCREASE:

Based on the increase in the Consumer Price Index from the third quarter of 2018 through the third quarter of 2019, Social Security and Supplemental Social Security Benefits will increase by 1.6% as of January 2020. It is also anticipated that the Medicare Premium for Part B Medical Coverage will increase by approximately \$8.00 per month.

PROPOSED 2020 BOARD MEETING SCHEDULE:

- January 27, 2020
- February 24, 2020
- March 16, 2020
- April 20, 2020
- May 18, 2020
- June 15, 2020
- July 20, 2020
- August 17, 2020
- September 28, 2020
- October 26, 2020
- November 17, 2020
- December 21 2020

The 2020 Board Schedule was approved and will be submitted to the City Clerk and newspapers of record. The E.D. will also send to the Vendors, so they will bill in a timely manner.

Resolutions:

#2019-66 – A Resolution Approving Professional Services Contract-Auditing

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

#2019-68 – A Resolution Approving October 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the October 2019 expenses. Vice-Chairperson Patricia Hodgetts 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 Carol Boyd	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Absent)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-69 – A Resolution Approving Executive Session

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)
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)

#2019-70 – A Resolution to Second Year Trash Removal Contract

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	(Absent)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-71 – A Resolution Risk Management Consultant

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Helen Meier made a 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	(Absent)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2019-72 – A Resolution Approving 2020 Board Meeting Schedule

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	(Absent)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:00pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss the environmental and employee matters.

At 5:40

pm Chairperson Dr. Keith Lafferty called for a motion to close the Executive Session and reopen the public meeting. Vice-Chairperson Patricia Hodgetts made the motion, 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	(Absent)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

There being no further business before the Board, at 5:55 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the 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	(Absent)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR