

Housing Authority of the City of Cape May

REGULAR MEETING

September 16, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the September 16, 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, 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 August 19, 2019 Regular Meeting Minutes, Commissioner Carol Boyd made the Motion, seconded by Commissioner Helen Meier to accept the August 19, 2019, Regular Meeting Minutes.

The following vote was taken to approve the August 19, 2019 Regular Meeting Minutes.

| | |
|---|-----------|
| 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) |

ACCOUNTANT'S REPORT:

The Board reviewed the eleven months ending Income & Expense Statement. The bottom line for the eleven months ending August 31, 2019: Income was over budget by \$54,908; Total Expenditures was budgeted at \$736,515; actual \$695,880 under budget by \$36,872. Profit was budgeted at \$3,270; actual \$98,878 minus capital expenditures of \$99,030 equals a loss of \$152.

Commissioner Victor Faison questioned the loss for Administrative Expenses; Ms. Avena noted that it was the charges in Sundry Account which include the grant writing and the RAD expenses, and several others. Also, the E.D. mentioned there are sometimes 3 payrolls in a given month.

COMMITTEE REPORTS:

Energy Committee – no report

Ad Hoc-Proposal Committee: Commissioner Carol Boyd and Commissioner Dr. Christopher Traficante will be meeting to complete the review of the proposals submitted for the Auditor Provider Contract within the next two weeks.

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 Victor Faison, Helen Meier and Dr. Patricia Martz will be attending training in October and November.

Also, City of Cape May Council has approved the appointment of Dr. Patricia Martz for a new five-year term ending September 16, 2024.

CMHA VEHICLE:

The Authority has discontinued the leasing the Jeep for the Executive Director.

RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:

Rick Ginnetti 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 recapitalization group was advised 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.

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).

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.

On August 27, 2019 a Special Meeting of the Board was convened to meet with representatives of JCP&L. A separate summary of this meeting was distributed to the Board.

All other matters were deferred to the Executive Session.

JIF INSURANCE RENEWAL:

The Authority is in the process of completing the JIF renewal Agreement.

NON-PROFIT:

Chairperson Dr. Keith Lafferty reported the following activities have been initiated for the Residents:

- A back-to-school celebration took place on Saturday, September 14, 2019.
- The Fall tutoring program is scheduled to begin on October 3, 2019. The Tutoring Program is being sponsored by the Cape May Retired Teachers Association who are connected with the area schools. They are also tailoring the program to the individual needs of the students.

ONGOING PROJECTS:

The office computers have been replaced and upgraded to Windows PRO 10 and Microsoft 2019.

The completion of the Annual HUD UPCS Inspection of all units will be finished within the next few weeks.

The E.D. also reported that she is exploring the option of applying the HUD provision of using a non-employee resident worker to assist the Maintenance Department with minor repairs and duties. The resident would be given a \$200.00 month stipend that would not count as income for the purposes of calculating the monthly rent.

Resolutions:

#2019-57 – A Resolution Approving September 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the September 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) |

#2019-58 – A Resolution Approving Executive Session

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) |

#2019-59 – A Resolution to Approve 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 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) |

#2019-60 – A Resolution Approving Accounts Receivables Decreed as Uncollectible

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Helen Meier 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) |

#2019-61 – A Resolution Approving term renewal for Chairperson and Vice-Chairperson

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) |
| 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) |

#2019-62 – A Resolution Approving State Approved Budget

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) |
| 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) |

#2019-63 – A Resolution Approving Employee Wages

Chairperson Dr. Keith Lafferty for the record summarized the Employee Wage Increase as agreed to in the Executive Session as follows: Carol Hackenberg, Executive Director 4% increase, Robert Martin, Maintenance Foreman 5% increase and Maryellen Francke, Secretary 5% increase. 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) |

#2019-64 – A Resolution Approving Awarding Professional Services Legal 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 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) |

#2019-65 – A Resolution Approving Awarding Professional Services Accounting Contract

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Carol Boyd 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) |

#2019-66 – A Resolution Approving Awarding Professional Services Auditor Contract

The matter has been placed on hold until the Ad-Hoc Committee has reviewed the proposals.

#2019-67 – A Resolution Conditionally Approving Deed Notice & Settlement Agreement with JCP&L

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 4:45pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss the environmental matter and employee wages.

At 5:04pm 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 | (Yes) |
| Commissioner Helen Meier | (Yes) |
| Commissioner Dr. Christopher Traficante | (Yes) |

There being no further business before the Board, at 5:25 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Dr. Patricia Martz 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) |

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR