

Housing Authority of the City of Cape May

REGULAR MEETING

August 17, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the August 17, 2020 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 and via zoom for those not attending in person in the conference room.

Roll Call was taken and the following Commissioners were present:

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

The following individuals were also present: Carol Hackenberg, Executive Director (via Zoom), Charles W. Gabage (via Zoom), the Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena (via Zoom) of Avena CPA's, Rick Ginnetti, The Brooke Group (via Zoom).

Also, in attendance were representatives from the EPA, Keith Glenn and Jonathan Byk (via Zoom) and the Auditor, Frank DeFroda (via Zoom).

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 July 20, 2020 Regular Meeting and Executive Session Minutes; Vice-Chairperson Patti Hodgetts made the motion seconded by Commissioner Victor Faison to accept the July 20, 2020, Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the July 20, 2020 Regular Meeting Minutes and Executive Session Minutes.

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

Annual Audit:

Frank DeFroda, the Auditor from Whisman, Giordano, reviewed the results of the Annual Audit. The Firm was engaged to audit the financial statements for the City of Cape May Housing Authority as of September 30, 2019. The audit includes examining a on a test basis the transactions of the Authority throughout the year. The review includes various cash receipts, invoices and cash disbursement, procurement procedures and that all invoices are approved by the appropriate management personnel.

Overall, the opinion is that it is a clean audit. There were no significant findings or recommendations made from the audit process.

The financial statements include the GASB75 Pension liability. The balance sheet indicates total assets of 1.1M, the liabilities were approximately 1M, net assets was a minus \$700,000.00. This has to do with the post-retirement plan. This year the post-retirement liability is estimated to be \$600,000.00.

The revenues for the year was an increase of approximately \$54,000.00, total revenue was \$854,000.00, total expenses were \$856,000.00, resulting in a small loss of approximately \$2,000.00.

The audit reflects an additional disclosure concerning the non-profit to show some Board Members and some employees are associated with the entity.

There being no questions Mr. DeFroda was excused from the meeting.

EPA BRIEFING:

Keith Glenn, EPA Representative, presented a brief summary of information of their operational plan for the Osborne Court Apartment property regarding the assessment that will be conducted:

- EPA distributed the fact sheet to all of the residents
- Completed sample collections on August 10, 2020
- Collected a total of 150 samples from Osborne Court from 5 locations down 2-feet, (0-1", 1-6", 6-12", 12-18" and 24").
- Samples were also collected inside the crawl spaces on Osborne Court
- Approximately 2 months before the results of the samples come in

ACCOUNTANT'S REPORT:

The Board reviewed the tenth-months ending Income & Expense Statement. The bottom line for the eight-months ending July 31, 2020 was \$34,020 profit.

COMMITTEES:

Energy Committee –Dr. Christopher Traficante and Commissioner Victor Faison - no report

JCP&L Committee – Commissioner Dr. Christopher Traficante, Commissioner Patti Hodgetts and Chairperson Dr. Keith Lafferty

Mixed Income/Fund Committee (RAD) – Dr. Christopher Traficante, Commissioner Victor Faison, and Chairperson Dr. Keith Lafferty and a representative from the City of Cape May, Deputy Mayor Patricia Hendricks.

Personnel Committee – Chairperson Dr. Keith Lafferty and Commissioner Carol Boyd

ADMINISTRATIVE REPORT:

Ms. Hackenberg reported the following:

- a. **Investments:** The C.D. and Money Market Investment schedule is as follows:

MONEY MARKET

TOTAL

\$218,899.74

Money Market (Sturdy Bank)

TOTAL **\$218,899.74**

RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:

The E.D. reported that the deadline for submitting required documentation for RAD has been extended until December 2020 because of the environmental issues.

ENVIRONMENTAL:

The matter was addressed in Executive Session. The Authority will be advertising for a Consultant.

NON-PROFIT:

Chairperson Dr. Keith Lafferty reported that the annual fundraiser has not yet been scheduled.

CMC has sponsored a number of activities for the summer including Tennis, Sailing and Tutoring Programs.

Additionally, Cape May Cares has partnered with Stockton University who will be providing an Intern to act as a Social Worker for the Tenants.

Art lessons will begin on Saturdays.

BUDGET:

Ms. Avena reviewed the proposed 2020-2021 CMHA Budget. Total projected operating receipts is \$839,720; total projected operating expenses is \$762,450. The E.D. also reported that the Authority will be hiring a Part Time Maintenance Worker.

CAPITAL FUND:

HUD has announced that the Capital Funding for the year 2021 will be in the amount of \$160,545.00.

PROVIDER RFPs:

The Authority has advertised for the three providers, Legal, Accounting and Auditor whose contracts expire as of September 30, 2020.

ACCOUNTS RECEIVABLE DECREED UNCOLLECTIBLE:

The Authority completed the annual write off of uncollectible Tenant Accounts in the amount of \$3,707.41.

VECTOR SECURITY CAMERAS:

The Authority received a quote from Vector Security to replace the broken video cameras on Broad Street Court. The installation price for the system including parts, labor and training time is \$13,925.00 plus the Vector Comprehensive Service program of \$120.00 per month.

MISCELLANEOUS:

1. The Authority is exploring the possibility of purchasing a generator.

Resolutions:

#2020-41– A Resolution Approving August Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the August 2020 expenses. Commissioner Victor Faison made the motion to approve the resolution; seconded by Vice-Chairperson Patti 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 Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-42 – A Resolution Approving Executive Session

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 Patti 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 Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-43– A Resolution Approving Declaration of Trust

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

#2020-44– A Resolution Approving Accounts Receivable Decead Uncollectible

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

#2020-45– A Resolution Approving 2020-21 Authority Budget

The resolution was put on hold—a Special Meeting of the Board will be scheduled

#2020-46– A Resolution Adoption of 2020-21 Authority Budget

The resolution was put on hold—a Special Meeting of the Board will be scheduled

#2020-47- A Resolution Approving RFP for a Development Consultant

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

At 5:00pm Chairperson Dr. Keith Lafferty called for a motion to enter Executive Session; 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 Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:40pm 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 Vice-Chairperson Patti 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 Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Dr. Keith Lafferty called for a motion to authorize the Authority to begin to explore the options for establishing a Redevelopment Program. Vice-Chairperson Patti 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 Martz	(Yes)
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 Carol Boyd made the Motion; seconded by Vice-Chairperson Patti 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