

## Housing Authority of the City of Cape May

### REGULAR MEETING

**February 24, 2020**

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the February 24, 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.

**Roll Call** was taken and the following Commissioners were present:

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

Commissioner Victor Faison was not present at the meeting.

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, Rick Ginnetti, The Brook 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 January 27, 2020 Regular Meeting and Executive Session Minutes, Commissioner Dr. Christopher Traficante made the Motion, seconded by Vice-Chairperson Patricia Hodgetts to accept the January 27, 2020, Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the January 27, 2020 Regular Meeting Minutes.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(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 three-month ending December 31, 2019 as follows:

- Income budget                    \$291,284 actual \$249,438
- Admin budget                    \$81,604 actual \$84,306
- Utilities budget                \$89,333 actual \$80,590
- Maintenance budget            \$65,473 actual \$62,184
- Other expenses budget        \$17,033 actual \$18,102
- Profit budget                    \$3,800 actual \$3,549

**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**

\$218,681.56

Money Market (Sturdy Bank)

**TOTAL** **\$218,681.56**

**ENERGY SAVINGS:**

The energy savings for the last period was \$1,200 or 10.7%

**COMMISSIONER:**

The E.D. confirmed that a special training class for Commissioners Dr. Patricia Martz and Helen Meier has been arranged for February 29 and March 1, 2020.

**RENTAL ASSISTANCE DEMONSTRATION (RAD) SUMMARY STATUS:**

The PCNA Consultant has completed the site assessment and the Phase I Environmental Survey that the Consultant recommended. The Phase II Environmental Survey be done next; however, we are doing another type of investigation.

On December 2, 2019, Chairman Dr. Keith Lafferty sent a letter to May Chuck Lear asking him to assign someone to the informal Housing Authority Ad Hoc Committee to explore Mixed Income and Mixed Finance housing for residents of Cape May. The City of Cape May has appointed Deputy Mayor Patricia Hendricks to this Committee. Chairperson Keith Lafferty will arrange a date for a meeting.

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

**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 January 9, 2019 a brainstorming session was held with representatives of the City, CMHA, the Solicitors and the RAD Consultant. It was agreed the LSRP would submit a Proposal for Preparation of Preliminary Cost Estimate to for Osborne Court. Mott MacDonald submitted that proposal on January 16, 2020, to the E.D.

The Board approved a motion for the E.D. to submit that report to JCP&L.

Chairperson Dr. Keith Lafferty for clarification purposes advised the Board that going forward any communications or conversations should be under the umbrella and direction of Attorney Gabage.

On January 29, 2020 Christopher Venezia, Mott MacDonald, submitted a Proposal for Preparation of Preliminary Cost Estimate Osborne Court Housing Complex for an estimated fee of \$11,700.00. On January 29, 2020 JCP&L agreed to fully fund the scope of work estimated completion date February 24, 2020.

On February 11, & 12, 2020 JCP&L was on site to conduct VIP testing on Osborne Court, awaiting the results of those air samples from the crawl spaces.

**NON-PROFIT:**

Fund Raiser is scheduled for March 1<sup>st</sup> at Finns. The larger fund raiser at the Cape May Brewery is scheduled for May 1<sup>st</sup>.

**NEW PROJECTS:**

The E.D. sought a proposal from MD Remodeling to continue with the refurbish of units on Broad Street Court at a cost of \$3,740.00.

**LAFAYETTE OFFICE REPAIRS:**

Ocean Construction has completed the work.

**NJ PENSION ANNUAL ASSESSMENT:**

The Annual Pension Assessment in the amount of \$26,609.00 will be paid in April.

**OSBORNE SECURITY CAMERAS:**

The E.D. purchased two ARLO cameras at a cost of \$399.00. The Board approved another motion for an additional \$200.00 to purchase a base for the system that will tie into the Authority's router.

**T-MOBILE PRESENTATION:**

The E.D. reported that 40 Tenants have expressed an interest in securing a tablet. The Authority will follow up with T-Mobile on having a meeting with these Tenants about the Program.

**CAPITAL FUNDING:**

The Authority received notification from HUD that the Capital Funding for this year has been calculated at \$160,545.00; the Authority also has Capital Funding from 2019 in the amount of \$161,537.00 for a total of \$322,082.00. The E.D. reported that the Authority has no plans for additional projects and to hold the money for the RAD conversion.

**HUD OPERATING SUBSIDY:**

The Accountants have estimated that the Operating Subsidy for 2020 will be in the amount of \$284,448.00; this is \$45,174.00 less than the Subsidy for 2019.

**MISCELLANEOUS:**

- A. There was an eviction pending. Court date was 2/10/2020 the Tenant did not appear in court for the hearing but vacated the unit and turned in the keys on February 11, 2020. A certified letter has been sent to the Tenant concerning the items still remaining in the unit. The Contractor will refurbish the unit.

**Resolutions:**

**#2020-08 – A Resolution Approving February Monthly Expenses**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the February 2020 expenses. Commissioner Vice-Chairperson Patricia Hodgetts made the 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2020-09 – A Resolution Approving Executive Session  
Not Needed**

**#2020-10– A Resolution Approving 30-Day Trial Osborne Court**

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 Vice-Chairperson Patricia Hodgetts, the following vote was taken.

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

**#2020-11– A Resolution Approving Retiree Part B Medicare Payment**

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

**#2020-12– A Resolution Approving MD Remodeling Unit Turnover**

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

**#2020-13– A Resolution Approving Capital Funding 2020**

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 Vice-Chairperson Patricia Hodgetts, the following vote was taken.

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

**#2020-14– A Resolution Approving HUD Operating Subsidy**

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

There being no further business before the Board, at 4:40 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting.** Vice-Chairperson Patricia Hodgetts 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR