

Housing Authority of the City of Cape May

REGULAR MEETING

July 20, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the July 20, 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 in conference room.

Roll Call was taken and the following Commissioners were present:

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

Commissioner Dr. Patricia Martz did not attend the meeting.

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 Brook Group (via Zoom).

Also, in attendance were representatives from the EPA, Keith Glenn and Jonathan Byk.

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 June 15, 2020 Regular Meeting Commissioner Victor Faison made the motion seconded by Commissioner Dr. Christopher Traficante to accept the June 15, 2020, Regular Meeting.

The following vote was taken to approve the June 15, 2020 Regular Meeting and Executive Session Minutes.

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

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 will be on site the week of August 3rd.
- On site will be Keith Glenn, Jonathan Byk and 3 contractors.
- Testing will be performed throughout the entire site with approximately 150 samples collected
- Soil collection samples from down to two feet will be sent to two different laboratories
- EPA will be distributing a Community Update to the Board and all of the Tenants on Osborne Court. It will include contact numbers if anyone has any questions.
- EPA will be sampling for lead, other heavy metals and PAH’s
- The intent is to determine whether or not there is a problem within the two-foot column since that is the probable level of exposure they are going from.
- EPA will identify where the lead is coming from is from. Historic fill or from a manufacturing process.
- EPA will continue to provide updates to the Board of Commissioners
- EPA timeline –projecting two weeks for the field work then it will take a couple of months for the analysis to come back. That could be a bit longer depending on the backlog at the laboratories.

ACCOUNTANT’S REPORT:

The Board reviewed the seven-months ending Income & Expense Statement. The bottom line for the eight-months ending June 30, 2020 as follows:

• Income budget	\$656,389	actual \$599,325
• Admin budget	\$183,608	actual \$188,695
• Utilities budget	\$201,000	actual \$190,854
• Maintenance budget	\$147,346	actual \$156,541
• Other expenses budget	\$38,325	actual \$40,086
• Total Expenses budget	\$571,839	actual \$577,766
• Actual Profit	\$21,559	

The Board reviewed the Quarterly Water/Sewer bill in the amount of \$29,297.25. The E.D. advised that this bill was exceedingly high. Consequently, the City of Cape May Water Department has been contacted to determine the cause of the increase The Authority is also checking for possible leaks on Broad Street Court.

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

\$218,753.46

Money Market (Sturdy Bank)

TOTAL **\$218,789.42**

ENERGY SAVINGS:

The energy savings for the last period was \$1,408.28 or 14.42%

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.

NON-PROFIT:

Chairperson Dr. Keith Lafferty reported that the annual fundraiser at the Cape May Brewery has been rescheduled for September.

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

ANNUAL AUDIT:

The results of the Annual Audit due date have been extended to December 31, 2020. The Auditor will be sending a DRAFT of the Fiscal Year Ending report.

BUDGET:

The Accounts will be presenting the 2020-2021 Budget at the next Board Meeting.

CAPITAL FUND:

HUD is in the process of determining Capital Funding for Housing Authorities for calendar year 2021.

PROVIDER RFPs:

The Authority is preparing RFPs for three providers, Legal, Accounting and Auditor whose agreements expire as of September 30, 2020.

MISCELLANEOUS:

1. The Authority has requested quotes from Vector Security to replace the broken cameras on Broad Street Court.
2. The Authority is exploring the possibility of purchasing a generator.

Resolutions:

#2020-37– A Resolution Approving July Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the July 2020 expenses. Vice-Chairperson Patti 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 Victor Faison	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-38 – 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 Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-39– A Resolution Approving Retirees Reimbursement Medicare Part B Premiums

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

#2020-40– A Resolution Approving MD Change Order #23 Osborne Court

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

At 4:40pm Chairperson Dr. Keith Lafferty called for a motion to enter Executive Session; Dr. Christopher Traficante 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 Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:00pm 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 Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

There being no further business before the Board, at 5:20 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Dr. Christopher Traficante 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR