

Housing Authority of the City of Cape May

REGULAR MEETING

June 15, 2020

At 4:00 PM, **Vice-Chairperson Patti Hodgetts called to order** the June 15, 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:

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

Chairperson Dr. Keith Lafferty and Commissioner Victor Faison did not attend the meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, 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).

Vice-Chairperson Patti Hodgetts read the **"Statement of Compliance – Sunshine Law"** and led the Pledge of Allegiance.

Following the roll call of Commissioners, Vice-Chairperson Patti Hodgetts declared there was a quorum present.

Vice-Chairperson Patti Hodgetts called for a Motion to accept the May 18, 2020 Regular Meeting and Executive Session Minutes, Commissioner Dr. Christopher Traficante made the motion seconded by Commissioner Helen Meier to accept the May 18, 2020, Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the May 18, 2020 Regular Meeting and Executive Session Minutes.

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

EPA BRIEFING:

Keith Glenn, EPA Representative, presented a brief summary of information concerning the issue on Osborne Court as follows:

- Anticipate testing to be completed by the end of the summer.
- Biggest concern is high concentration of lead
- Evaluate the entire property
- Testing within 2 feet of the surface
- Determine the source of the issue
- Keith Glenn's position is that EPA will investigate the contamination, most importantly the lead contamination. If EPA determines that the lead was caused by JCP&L, then EPA will pursue JCP&L to

remediate. If EPA determines that JCP&L was not the cause of the lead then EPA will try to find funding so that the lead can be remediated.

- Glenn pointed out that there was no guarantee that funding would be available.

ACCOUNTANT’S REPORT:

The Board reviewed the six months ending Income & Expense Statement. The bottom line for the eight-months ending May 31, 2020 as follows:

- Income budget \$582,566 actual \$553,219
- Admin budget \$163,206 actual \$171,195
- Utilities budget \$178,667 actual \$173,369
- Maintenance budget \$130,946 actual \$138,750
- Other expenses budget \$34,068 actual \$35,514
- Total Expenses budget \$508,300 actual \$520,241
- Actual Profit \$32,978

COMMITTEES:

Were re-announced for clarification:

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 June 2020 because of the environmental issues.

ENVIRONMENTAL HISTORY:

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.

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.

NON-PROFIT:

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

CMC is planning a number of summer activities such as: End of School Celebration, Tutoring, Sailing, Golfing and Horseback riding.

Additionally, CMC will purchase keyboards/covers for the T-Mobile tablets.

HUD 5-YEAR CMHA PLAN:

The Authority is currently working on preparing the 5-Year Plan for submission to HUD. The Authority received an extension until December 31st for submission.

ANNUAL AUDIT:

The results of the Annual Audit due date have been extended to December 31, 2020.

MISCELLANEOUS:

1. The E.D. has contacted the City concerning their Emergency Evacuation Plans in preparation for the upcoming hurricane season.
2. KISDIR started the refurbish work I #15 Broad Street, a3-Bedroom unit.
3. Another food donation will be coming to the Housing Authority residents from the Seashore Church.

Resolutions:

#2020-34 – A Resolution Approving June Monthly Expenses

Vice-Chairperson Patti Hodgetts called for a Motion to approve the resolution to pay the June 2020 expenses. Vice-Chairperson Patti Hodgetts made the motion to approve the resolution; seconded by Commissioner Dr. Christopher Traficante the following vote was taken.

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

#2020-35 – A Resolution Approving Executive Session

Not Needed

#2020-36– A Resolution Approving Exploring Redevelopment/Mixed Finance/Mixed Income

Vice-Chairperson Patti Hodgetts called for a Motion to approve the resolution. Commissioner Dr. Christopher Traficante made a Motion to approve the resolution, seconded by Vice-Chairperson Patti Hodgetts, the following vote was taken.

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 5:00 PM Vice-Chairperson Patti Hodgetts 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:

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