

Housing Authority of the City of Cape May

REGULAR MEETING

March 18, 2019

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the March 18, 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 Dr. Patricia Ann Martz
- 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.

Chairperson Dr. Keith Lafferty noted that there were no members of the public at the meeting.

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 February 25, 2019 Regular Meeting Minutes, Vice-Chairperson Patricia Hodgetts made the Motion, seconded by Commissioner Carol Boyd to accept the February 25, 2019 Regular Meeting Minutes.

The following vote was taken to approve the February 25, 2019 Regular Meeting Minutes.

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

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 5-month Financial Report as submitted by the Accountant. The bottom line for the five- months ending February 28, 2019, Income was under budget by \$28,932.00 because of the issue with the LOCCS Program, Total Expenditures was under budget by \$21,049.00; Loss of \$7,883.00 due to the loss of income.

COMMITTEE REPORTS:

Commissioner Dr. Traficante reported that he reviewed the information on the Generac Generator, it is not very expensive, the Authority just has to provide the square footage of the building in order to determine the size of the generator that is needed.

The E.D. reported that the purpose of getting the generator is to maintain operations at the main office in the case of an emergency.

Due to budget constraints, in light of the cost to continue with the RAD conversion, the purchase of a generator has been put on hold.

Chairperson Dr. Keith Lafferty indicated the need for a RAD Committee which will be established at the next Board Meeting.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

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

<u>MONEY MARKET</u>	
<u>TOTAL</u>	Money Market (Sturdy Bank)
\$218,278.24	
<u>TOTAL</u>	<u>\$218,278.24</u>

The E.D. advised the Board that due to the issue with LOCCS the Authority was unable to drawdown HUD Operating Subsidy or Capital Funding for the month of March 2019. Once this issue is resolved the \$65,000.00 will be returned to the Reserve Fund.

Energy Savings:

The energy savings will be updated at the next Board Meeting.

COMMISSIONER:

Commissioners Carol Boyd, Helen Meier and Dr. Christopher have registered for the Ethics course through Rutgers University. The training will be held on May 7, 2019 at the Conference in Atlantic City.

Commissioners Carol Boyd, Victor Faison and Dr. Christopher have registered for Public Relations/Communications on April 27, 2019 at ACCC on the Black Horse Pike.

Commissioner Dr. Christopher Traficante is scheduled to attend training on April 11, 2019, PHAS and SEMAP at ACCC.

The E.D. has written to the City of Cape May Clerk to confirm that Commissioner Dr. Patricia Martz is serving a 5-year term expiring however she is currently filling the term vacated by Thomas G. Hynes which expires September 2019, although we believe it is a 9/2023 expiration.

The E.D. reported that it appears all of the Commissioners have completed the Financial Disclosure Form for 2018. Now it is time to do it again by 4/30 for the year 2019.

RENTAL ASSISTANCE DEMONSTRATION (RAD):

The E.D. reported that on December 11, 2018 the Authority received a second CHAP Award from HUD which is a commitment for the 55 senior units on Lafayette and Osborne Courts in addition to the 30 units on Broad Street Court. The Board was given a copy of the Executive Summary of RAD Conversion that was prepared by the Brooke Group, Rick Ginnetti.

The E.D. reported that the Authority received the second CHAP award for RAD and that the Consultant, Rick Ginnetti reported the 2019 HUD higher rental rates for the Cape May Area will increase the gross projected income for the Authority from \$785,062 to \$852,000.

The AEI Consultant issued the Energy Audit Report. The Physical Needs Assessment Report will be completed shortly.

The Authority will begin the process of having the Environmental Survey done in the near future.

ENVIRONMENTAL HISTORY:

Attorney Gabage reported the following:

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. The report should be submitted to the Board next week. The Board can review that information and determine what course it needs to take with respect to the Deed Notice and requiring JCP&L to perform further remediation of the site.

The other consideration is whether or not HUD will require the remediation of both sites as part of the RAD conversion. The Authority needs to get a response from the RAD Consultant as to what HUD will require.

The Board received a copy of Mott MacDonald report dated February 26, 2019 and some discussion/questions Attorney Gabage suggested that the matter be put on hold until after the April 15, 2019 Board Meeting.

Attorney Gabage also reported that he has invited Mott MacDonald to attend the April 2019 Board Meeting to review this report.

It was agreed, in accordance Commissioner Helen Meier’s suggestion, that the Authority contact the City of Cape May to arrange for their Environmental Consultant to review all of the material relating to the environmental issues. Also, for them to meet with the Board to discuss available options open to the Board.

RESIDENT COUNCIL:

Chairperson Dr. Keith Lafferty emphasized the need to establish a Resident Council for the Broad Street Residents. The E.D. indicated the Authority will once again send out notices to them in hopes of getting enough volunteers to establish a Resident Council.

The E.D. reported that a meeting was held with the Senior Resident Council to review the significant amendment to the Annual and 5-Year Plan, as mandated due to the possibility of a RAD conversion. The open public review comment period will end on April 4, 2019.

NON-PROFIT:

Dr. Lafferty reported that the first fund raising event for Cape May Cares, Inc. will be held on April 5, 2019 at the Cape May Brewery.

The Big Brothers/Big Sisters Organization is scheduled to present its programs at the Cape Cares Meeting following this Board Meeting. They will meet with several Broad Street Families after the introductory presentation to the CMC nonprofit.

LANDSCAPING PROPOSAL:

The Authority has advertised for Landscaping Services. The proposals must be submitted by March 29, 2019 at 1:00pm.

ONGOING PROJECTS:

The E.D. updated the Board on the status of the current projects:

1. The refurbishing of units #1 and #16 Lafayette Court are completed. The other floor repairs in other units are being scheduled.

Resolutions:

#2019-21 – A Resolution Approving March 2019 Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the March 2019 expenses. 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)

#2010-22– A Resolution Approving Executive Session

Not needed.

#2019-23– A Resolution Approving Submission of Training Compliance to DCA

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)

#2019-24 – A Resolution Approving Architect of Record

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)

#2019-25 – A Resolution Approving Risk Management Consultant

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)

#2019-26 – A Resolution Awarding General Contractor Services M.D. Remodeling-Broad Street Doors

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)

#2019-27 – A Resolution Awarding General Contractor Services Contract M.D. 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 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)

There being no further business before the Board, at 5:45 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting.** Commissioner Carol Boyd 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR