

Housing Authority of the City of Cape May

REGULAR MEETING

December 21, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the December 21, 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 Victor Faison (via Zoom)
Commissioner Helen Meier (for part of the meeting via telephone)
Commissioner Dr. Christopher Traficante (via Zoom)

Commissioners Carol Boyd, and Commissioner Dr. Patricia Martz were not present for this meeting. Commissioner Helen Meier was present for the first portion of the meeting due to issues with the Zoom link.

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 and Rick Ginnett.

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 November 16, 2020, Regular Board Meeting and Executive Session Board Meeting Minutes; Vice-Chairperson Patti Hodgetts made the motion seconded by Commissioner Dr. Christopher Traficante to accept the November 16, 2020, Regular Board Meeting and the Executive Session Board Meeting Minutes.

The following vote was taken to approve the November 16, 2020 Regular Meeting and Executive Session Minutes.

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

ACCOUNTANT’S REPORT:

The Board reviewed the two-months ending Income & Expense Statement. The bottom line for the two-months ending November 30 there was a loss of \$819.00.

Ms. Avena explained the loss in profit was due to the Authority not drawing down any Capital Funding.

The Accountant prepared the Annual FDS (Financial Data Summary) for FYE 9/30/2019.

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/Mixed Finance (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 (subject to change). A meeting will be scheduled with the Committee within the next few months.

Personnel Committee – Chairperson Dr. Keith Lafferty, Vice-Chairperson Patti Hodgetts and Commissioner Carol Boyd. The Personnel Committee will be scheduling a meeting with the Cape May Housing Authority Staff to discuss various items.

ADMINISTRATIVE REPORT:

Ms. Hackenberg reported the following:

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

MONEY MARKET

TOTAL

\$218,994.12

Money Market (Sturdy Bank)

TOTAL **\$218,994.12 @ .10%APY**

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, will need to be revisited is being revisited with our Consultant.

ENVIRONMENTAL:

The matter was addressed in Executive Session.

On November 6, 2020 the E.D. distributed educational materials to CMHA residents; including a handout from EPA. The E.D. is in the process of acquiring signage for the area; and for another round of dirt to be spread over the area. Also, additional perimeter barriers may be installed around the area.

The Authority is still awaiting the results of the forensic testing.

FLAT RENT SCHEDULE:

The Board approved the 2021 Flat Rent Schedule as follows:

\$740.00	Efficiency
\$814.00	1-Bedroom
\$1,250.00	2-Bedroom
\$1,437.00	3-Bedroom
\$1,708.00	4-Bedroom

JIF INSURANCE:

The JIF Commissioners Book was given to the Commissioners present at the meeting. The E.D. also noted that on-line training will be available for the Commissioners. If the Commissioners take the training that will give a reduction in the annual JIF premium.

NON-PROFIT:

The Fall Tutoring Program has begun with approximately 7-8 Children. The sessions will be one-on-one with the Tutor.

VECTOR SECURITY CAMERAS:

Some of the new Vector Security Cameras have been installed. Additional installation will continue next week.

PROVIDER PROPOSALS:

Pest Control – the Authority did not receive any responses on the first advertisement. The RFP has been re-advertised.

The Authority will explore the possibility of doing electronic bid submissions.

OPRA REQUESTS:

The E.D. reported that the Authority has received several OPRA requests as follows:

- Documents concerning the environmental issue and JCP&L
- NAACP/ACLU has requested a meeting with the Authority and the Cape May Police Department to review the Defiant Trespass List and the Trespass Policy. Commissioner Victor Faison asked to be a part of that meeting.

HOLIDAY DONATIONS/ACTIVITIES:

The E.D. reported on the following holiday activities:

- The Cape May Cares Organization hosted several activities including a Santa Workshop where the Children on Broad Street and the Seniors were able to select gifts that were donated by the Cape May Cares Board Members.
- The Cape May Cares Organization will be delivering Christmas presents to the Children on Broad Street on Christmas Eve.
- The Cape May Police Department will also be providing Christmas presents to the Children on Broad Street.
- The Girlfriends provided gift bas to all of the residents on Lafayette and Osborne Courts.
- The Washington Inn will be providing Christmas dinner to more than 30 residents on Lafayette and Osborne Courts.
- The Resident Councils are using the annual HUD money to provide Holiday gift cards to the residents.
- The Church of the Advent provided \$50.00 Acme Gift Cards to all of the Residents.

Resolutions:

#2020-72– A Resolution Approving December Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the December 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-73 – A Resolution Approving Executive Session

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-74 – A Resolution Approving Risk Management Consultant

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-75 – A Resolution Approving Pest Control Services

Resolution is on hold until the second RFP for Services is completed.

#2020-76 – A Resolution Approving JIF FUND COMMISSIONER/ALTERNATE COMMISSIONER

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution Vice-Chairperson Patti Hodgetts made the 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-77 – A Resolution Approving 2021 Flat Rent Schedule

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-78 – A Resolution Approving Revision of the Trespass Policy

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-79 – A Resolution Conditionally Approving Deed Notice & Deed Notice Settlement Agreement-JCP&L

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 4:45pm Chairperson Dr. Keith Lafferty called for a motion to enter Executive Session; Vice-Chairperson Patti 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:30pm Chairperson Dr. Keith Lafferty called for a motion to close the Executive Session and reopen the public meeting. Vice-Chairperson Patti Hodgetts made the motion, seconded by Commissioner Helen Meier the following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

There being no further business before the Board, at 5:50 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Vice-Chairperson Patti 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 Victor Faison	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR