

# Housing Authority of the City of Cape May

## REGULAR MEETING

January 27, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the January 27, 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 Victor Faison  
Commissioner Dr. Patricia Ann Martz (via telephone)  
Commissioner Helen Meier  
Commissioner Dr. Christopher Traficante

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, the Solicitor from the firm of Eisenstat, Gabage & Furman, and Linda Avena, of Avena CPA's.

Christopher Venezia from Mott MacDonald and Rick Ginnetti from The Brooke Group participated in the Executive Session via telephone.

Representatives from T-Mobile also attended the last portion of the Regular Meeting to present their ConnectHome Program for Housing Authority Residents.

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 December 16, 2019 Regular Meeting and Executive Session Minutes, Commissioner Dr. Christopher Traficante made the Motion, seconded by Vice-Chairperson Patricia Hodgetts to accept the December 16, 2019, Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the December 16, 2019 Regular Meeting Minutes.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Carol Boyd	(Abstain)
Commissioner Victor Faison	(Abstain)
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                    \$218,464 actual \$180,474 – under by \$37,990 (due to no drawdown of Capital Funding)
- Admin budget                    \$61,203 actual \$65,364 - under by \$4,161
- Utilities budget                 \$67,000 actual \$53,827 – under by \$13,173
- Maintenance budget            \$49,106 actual \$39,534 – under by \$9,572
- Other expenses budget         \$12,775 actual \$14,150 – over by \$1,375
- Profit budget                     \$2,850 actual \$7,069 – over by \$4,219

**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 \$928.50 or 11.53%--to be updated

**COMMISSIONER:**

Chairperson Dr. Keith Lafferty confirmed that two Commissioners need to complete their training before the deadline date, one of which is March 17, 2020. The E.D. confirmed that arrangements are being made to provide private classes through Rutgers for these Commissioners.

Attorney Gabage again reiterated that the Statute provides that Commissioners must complete the training within eighteen months of their appointment date and there is no grace period on the eighteen months. If the training is not completed, then the Commissioner is deemed to have resigned.

**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.

**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.

**NON-PROFIT:**

Activities are being planned for the Winter including Valentine’s Day and Senior Game Day.

**UNIT TURNOVER:**

The Board approved a Resolution for the payment of \$8,600.00 for the refurbish of two units with a new Contractor on a trial basis, Broad Street Court 3-4-bedroom units. It was noted that the high cost was due to the amount of damage in one of the units.

The CMHA did not receive any formal bids for the Refurbish of Units Work that was advertised. The E.D. indicated that at this time the CMHA would not rebid work, rather the E.D. would solicit costs from several Contractors for a per diem maintenance worker.

**LAFAYETTE OFFICE REPAIRS:**

The Board approved a resolution to award the work to Ocean Construction for a total cost of \$3,972.00.

**AUDIT:**

The Annual Audit was completed on January 10, 2020, a draft report will be submitted soon.

**JIF:**

The annual JIF Insurance Invoice in the amount of \$36,171.00 has been received, the Authority will make to semi-annual payments of \$18,085.50.

**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. received three proposals to provide cameras for this site ranging from \$50.00/month to \$4,000.00. Commissioner Victor Faison suggested the Authority pursue a method of providing the service. Specifically, using a mounted camera that operates via an app such as the ARLO device.

The Board passed a motion for the E.D. to purchase the ARLO camera that utilizes an app for a test period of thirty days; the cost not to exceed \$400.00.

**SHREDDING:**

The Board approved a resolution to use Shred Pro for the shredding of old CMHA documents.

**T-MOBILE PRESENTATION:**

Representatives from T-Mobile presented their Connect Home powered by T-Mobile. In Summary the program provides 8” Android Tablets to residents of Housing Authorities for a minimal monthly cost of approximately \$10.00 per month for the internet service.

The E.D. advised that she will send out a memo to all residents inquiring as to their interests in participating in this Program.

The T-Mobile Representatives left the meeting.

**MISCELLANEOUS:**

- A. Two families on Broad Street Court have vacated the units.
- B. There is an eviction pending the court dates is February 10, 2020.

**Resolutions:**

**#2020-01 – A Resolution Approving January Monthly Expenses**

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

**#2020-02 – A Resolution Approving Executive Session**

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution; Commissioner Carol Boyd made the 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**#2020-03– A Resolution Approving RAD Consultant Agreement**

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

**#2020-04– A Resolution Approving Preliminary Turn-Over Services**

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 Commissioner Carol Boyd, the following vote was taken.

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

**#2020-05– A Resolution Approving Osborne Court Security Camera Services**

The Resolution was not approved.

**#2020-06– A Resolution Approving Shredding of Documents Services**

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 Commissioner Helen Meier, the following vote was taken.

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

**#2020-07– A Resolution Approving Lafayette Office Repairs Services**

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 Helen Meier, the following vote was taken.

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

At 5:00pm Chairperson Dr. Keith Lafferty suspended the open public meeting and the Board entered into Executive Session to discuss the environmental matters.

At 5:35pm Chairperson Dr. Keith Lafferty called for a motion to close the Executive Session and reopen the public meeting. Commissioner Dr. Christopher Traficante made the motion, seconded by Commissioner Helen Meier the following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)

Commissioner Carol Boyd	(Yes)
Commissioner Victor Faison	(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 Victor Faison 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR