

## Housing Authority of the City of Cape May

### REGULAR MEETING

March 16, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the March 16, 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 (via telephone)  
Commissioner Dr. Patricia Ann Martz (via telephone)  
Commissioner Helen Meier (via telephone)  
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 (via telephone), the Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena (via telephone) of Avena CPA's, Rick Ginnetti, The Brook Group.

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 24, 2020 Regular Meeting Minutes, Commissioner Dr. Christopher Traficante made the Motion, seconded by Vice-Chairperson Patricia Hodgetts to accept the February 24, 2020, Regular Meeting Minutes.

The following vote was taken to approve the February 24, 2020 Regular Meeting Minutes.

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)

#### **ACCOUNTANT'S REPORT:**

The Board reviewed the five months ending Income & Expense Statement. The bottom line for the five-months ending February 29, 2020 as follows:

- Income budget                    \$364,105    actual \$326,590 – no Capital Fund drawdowns
- Admin budget                    \$102,004    actual 105,330
- Utilities budget                \$111,667    actual \$106,647
- Maintenance budget            \$81,842     actual \$79,001

- Other expenses budget \$21,292 actual \$23,017
- Total Expenses budget \$317,688 actual \$314,878
- Actual Profit \$11,712

**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

Chairperson Dr. Keith Lafferty reported that the Family Resident Council was scheduled to hold their first inaugural event on March 17, 2020 but had to be cancelled but will be rescheduled.

**ADMINISTRATIVE REPORT:**

Ms. Hackenberg reported the following:

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

**MONEY MARKET**

**TOTAL**

\$218,644.42

Money Market (Sturdy Bank)

**TOTAL**

**\$218,644.42**

**ENERGY SAVINGS:**

The energy savings for the last period was \$928.00 or 11.53%

**COMMISSIONER:**

The E.D. confirmed that all of the Board of Commissioners have completed their required training.

**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.

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.

On February 11, & 12, 2020 JCP&L was on site to conduct VIP testing on Osborne Court, awaiting the results of those air samples from the crawl spaces. The Authority received that all test results were negative.

**NON-PROFIT:**

Chairperson Dr. Keith Lafferty reported that the fundraiser held at FINS on March 1, 2020 raised \$4,000.00; the next fundraiser is scheduled for May 1, 2020 at the Cape May Brewery.

**NEW PROJECTS:**

The Architect distributed an RFP for Broad Street Court masonry repairs, the Authority received 4 proposals. The Board of Commissioners authorized awarding the work to Ocean Contractors at a cost of \$1,185.00.

**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. purchased two ARLO cameras at a cost of \$399.00. The Board approved another motion for an additional \$200.00 to purchase a base for the system that will tie into the Authority's router. The base was purchased however the router signal in the office does not reach Osborne Court. The Board of Commissioners directed the E.D. to work with a Professional Company to provide the service.

**T-MOBILE PRESENTATION:**

The E.D. reported that T-Mobile donated 43 tablets to the Authority which have been distributed to a number of Tenants. The Tenant's will pay a \$10.00 monthly fee.

**Resolutions:**

**#2020-15 – A Resolution Approving March Monthly Expenses**

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

**#2020-16 – A Resolution Approving Executive Session**

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

**#2020-17– A Resolution Approving Commissioner Training Compliance**

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)

**#2020-18– A Resolution Approving ARLO Security Camera Base**

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)

**#2020-19– A Resolution Approving Professional Service Contract – Ocean Construction**

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)

At 4:45pm 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 Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:25pm 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 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)

There being no further business before the Board, at 5:30 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting.** Vice-Chairperson Patricia 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 Carol Boyd	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR