

Housing Authority of the City of Cape May

REGULAR MEETING

May 18, 2020

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At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the May 18, 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:

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

Commissioner Helen Meier was not present at this 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 Zoom) of Avena CPA's, Rick Ginnetti, The Brook Group (via Zoom).

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 April 20, 2020 Regular Meeting and Executive Session Minutes, Vice-Chairperson Patti Hodgetts made the Motion, seconded by Commissioner Dr. Christopher Traficante to accept the April 20, 2020, Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the April 20, 2020 Regular Meeting and Executive Session Minutes.

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 Dr. Christopher Traficante	(Yes)

ACCOUNTANT'S REPORT:

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

• Income budget	\$509,746	actual \$496,547
• Admin budget	\$142,807	actual \$147,384
• Utilities budget	\$156,333	actual \$153,294
• Maintenance budget	\$114,578	actual \$115,083

- Other expenses budget \$29,808 actual \$31,559
- Total Expenses budget \$444,763 actual \$448,577
- Actual Profit \$47,990

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 \$218,753.46

ENERGY SAVINGS:

The energy savings for the last period was \$1,408.28 or 14.42%

COMMISSIONER:

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

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.

The matter was discussed in Executive Session.

After the conclusion of the Executive Session Chairman Dr. Keith Lafferty called for a motion to rescind Resolution #2019-67 – A Resolution Conditionally Approving Deed Notice and Deed Notice Settlement Agreement By and Between Cape May Housing Authority and JCP&L. Commissioner Dr. Christopher Traficante made a 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

NON-PROFIT:

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

Dr. Keith Lafferty met with the Resident Council Members, Carol Hackenberg, Commissioner Dr. Christopher Traficante, Commissioner Helen Meier and Vice-Chairperson Patti Hodgetts. Many items were discussed including the request for face masks. Dr. Lafferty provided face masks and gloves to the Residents.

Additionally, CMC has purchased keyboards/covers for the T-Mobile tablets.

NEW PROJECTS:

Lawn Care—Authority received two proposals, Murphy’s Landscaping & Lawn Care was the lowest responsible bidder and was awarded the Contract.

MD Remodeling will be performing masonry work on Broad Street Court-repair of the wall.

KISDIR Group, LLC will be performing the Unit Turnover services.

OSBORNE #23 CLEANUP:

The Architect has recommended MD Remodeling to complete the rehab. The Authority has submitted payment to Serv-Pro in the amount of \$4,476.11 which represents the insurance deductible of \$10,000.00.

EFFECT OF VIRUS PANDEMIC:

The CMHA has amended the Continued Occupancy and Admission Policy to conform with the CARES Act that was enacted on March 17, 2020.

MISCELLANEOUS:

- 1. The E.D. has contacted the City concerning their Emergency Evacuation Plans in preparation for the upcoming hurricane season.

Resolutions:

#2020-25 – A Resolution Approving May Monthly Expenses

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

#2020-26 – A Resolution Approving Executive Session

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Christopher Traficante made the motion to approve the resolution; seconded by Vice-Chairperson Patti 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 Dr. Christopher Traficante	(Yes)

#2020-27– A Resolution Approving Declaration of Trust

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

#2020-28– A Resolution Approving 2020 Annual Weed Control Service

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 Victor Faison, 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 Dr. Christopher Traficante	(Yes)

#2020-29– A Resolution Approving Rescinding of Resolution 2019-67

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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-30– A Resolution Approving ACOP Amendment

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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-31– A Resolution Rescinding of Resolution 2020-19-Ocean Contractors

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 Victor Faison, 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 Dr. Christopher Traficante	(Yes)

#2020-32– A Resolution Contract Services – MD Remodeling -- Masonry Work Broad Street Wall

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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-33– A Resolution Contract Services – KISDIR Group – 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 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 Dr. Christopher Traficante	(Yes)

At 4:30pm 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(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. Commissioner Dr. Christopher Traficante made the motion, seconded by Commissioner Victor Faison 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 Dr. Christopher Traficante	(Yes)

There being no further business before the Board, at 5:40 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Commissioner Victor Faison made the Motion; seconded by Vice-Chairperson Patti 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 Dr. Christopher Traficante	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR