

Housing Authority of the City of Cape May

REGULAR MEETING

October 26, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the October 26, 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 Dr. Patricia Martz (via zoom)
- Commissioner Dr. Christopher Traficante (via Zoom)

Commissioners Carol Boyd and Helen Meier were not present for this meeting due to ZOOM problems.

Commissioner Dr. Christopher Traficante was present through the Executive Session only.

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.

Also, in attendance was the representative from the EPA, Keith Glenn (via zoom) and Kelly Henry from JCP&L (via Zoom) only for the Regular Board 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 September 28, 2020 Regular Meeting and the September 1, 2020 Special Board Meeting; Vice-Chairperson Patti Hodgetts made the motion seconded by Commissioner Dr. Patricia Martz to accept the September 28, 2020, Regular Meeting and the September 1, 2020 Special Board Meeting Minutes.

The following vote was taken to approve the September 28, 2020 Regular Meeting Minutes and the and the September 1, 2020 Special Board Meeting Minutes.

- | | |
|------------------------------------|-------|
| Chairperson Dr. Keith Lafferty | (Yes) |
| Vice-Chairperson Patricia Hodgetts | (Yes) |
| Commissioner Victor Faison | (Yes) |
| Commissioner Dr. Patricia Martz | (Yes) |

EPA BRIEFING:

Keith Glenn, EPA Representative, presented a brief overview of the status of the testing on Osborne Court. The matter was addressed in Executive Session.

ACCOUNTANT’S REPORT:

The Board reviewed the twelve-months ending Income & Expense Statement. The bottom line for the twelve-months ending September 30, 2020 there was a loss of \$6,512.

Ms. Avena commented that the loss of profit was due to the fact that the Authority budgeted but did not expend the \$100,000 in reserves as set aside for the RAD Conversion.

The E.D. will forward a report on the COVID-19 Funding and associated expenses to Commissioner Victor Faison as requested.

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, Vice-Chairperson Patti Hodgetts 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

\$218,919.53

Money Market (Sturdy Bank)

TOTAL \$218,919.53 @ .20%APY

The E.D. noted the decrease in interest income, as the APR dropped to 1%.

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.

ENVIRONMENTAL:

The matter was addressed in Executive Session.

NON-PROFIT:

Chairman Dr. Keith Lafferty reported that Cape May Cares will begin the Fall Tutoring in early November. Despite the COVID-19 Pandemic, there will be a sufficient number of Tutors for the Children. All health safety protocols will be in place. Currently there are approximately 8 Children signed up for the Program.

VECTOR SECURITY CAMERAS:

The E.D. placed the order for the Vector Security Cameras for Broad Street; installation will occur on a date to be announced.

2021 BOARD MEETING SCHEDULE:

The Board approved the 2021 Board Meeting Schedule. It will be advertised.

SOCIAL SECURITY INCREASE:

Effective January 1, 2021 there will be a 1.3% Social Security Increase.

HUD 5-YEAR PLAN:

The E.D. will be submitting the HUD 5-Year Plan this month.

PROVIDER PROPOSALS:

- **Snow Removal** – The Board approved the awarding of the Service Contract to Murphy’s Landscaping and Lawn Care. There was no increase in cost from last year’s contract.
- **Refurbish of Units** – The Board approved awarding the Service Contract to MD Remodeling as the lowest responsible bidder.
- **Trash Removal** – The Board approved the third year of the three-year agreement with Waste Management.

Water Sewer Bill:

The Authority received the quarterly water/sewer bill in the amount of \$26, 702.50; somewhat lower than last quarter of \$29,297.25.

JCP&L:

Kelly Henry reported that JCP&L was on site on Osborne Court to do some more sampling. She also reported that JCP&L is moving forward, in case the Deed Notice doesn’t go through. JCP&L has to demonstrate to the DEP that they are moving forward along all fronts. If they do not get the Deed Notice, then they will be required to dig up along Lafayette Street.

HUD-LEAD-BASED PAINT GRANT:

The E.D. will be preparing the necessary paperwork to apply for the HUD Lead-Based Paint Grant. The information must be submitted by November 2, 2020.

MISCELLANEOUS:

1. The Authority did hire a Part Time Maintenance Employee. Training will be on November 9, 2020.

Resolutions:

#2020-62– A Resolution Approving October Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the September 2020 expenses. 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. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

#2020-63 – 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. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-64- A Resolution Approving 2021 Board Meeting Schedule

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Victor Faison made a Motion to approve the resolution, seconded by Commissioner Dr. Patricia Martz, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

#2020-65– A Resolution Approving Election of Officers (Chairman & Vice-Chairperson)

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Victor Faison made a Motion to approve the resolution, seconded by Commissioner Dr. Patricia Martz, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

#2020-66– A Resolution Approving Trash Removal Services

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution. Commissioner Dr. Patricia Martz 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

#2020-67– A Resolution Approving Submission of HUD 5-Year Plan

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 Dr. Patricia Martz, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

#2020-68- A Resolution Approving 2020-2021 Snow Removal Services

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 Dr. Patricia Martz, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

#2020-69- A Resolution Approving Turnover of Unit Services

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 Dr. Patricia Martz, the following vote was taken.

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

At 4:15pm 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. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 5:00pm 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 Dr. Christopher Traficante the following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(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 Commissioner Dr. Patricia Martz the following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Ann Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Not Present)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR