

Housing Authority of the City of Cape May

REGULAR MEETING

September 28, 2020

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the September 28, 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 Carol Boyd (via zoom)
Commissioner Victor Faison (via Zoom)
Commissioner Dr. Patricia Martz (via zoom)
Commissioner Dr. Christopher Traficante (via Zoom)

Commissioners Carol Boyd and Dr. Patricia Martz entered the meeting after 4:00pm and were not present for the passing of the Resolutions.

Commissioner Helen Meier was not present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director (via Zoom), 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 representatives from the EPA, Keith Glenn (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 August 17, 2020 Regular Meeting and Executive Session Minutes; Vice-Chairperson Patti Hodgetts made the motion seconded by Commissioner Victor Faison to accept the August 17, 2020, Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the August 17, 2020 Regular Meeting Minutes and Executive Session and the September 1, 2020 Special Board Meeting Minutes.

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

Chairman Dr. Keith Lafferty called for nominations for Chairperson of the Board of Commissioners. Vice-Chairperson Patti Hodgetts nominated Dr. Keith Lafferty; Commissioner Victor Faison seconded the motion. Following a roll call of Commissioners, Dr. Keith Lafferty was appointed Chairman of the Board of Commissioners of the City of Cape May Housing Authority.

Chairman Dr. Keith Lafferty called for nomination for Vice-Chairperson of the Board of Commissioners. Dr. Keith Lafferty nominated Patricia Hodgetts; Commissioner Victor Faison seconded the motion. Following a roll call of Commissioners, Patricia Hodgetts was appointed Vice-Chairperson of the Board of Commissioners of the City of Cape May Housing Authority.

EPA BRIEFING:

Keith Glenn, EPA Representative, presented a brief overview of the status of the testing on Osborne Court. The EPA is getting the analytical results. They are preliminary, so they are going through the process of being validated.

By e-mail dated October 20, 2020, Keith Glenn stated he has completed his review of the analytical data received from samples collect at the Osborne Court property. He has to present them to management and get approval to proceed with additional forensic analysis.

ACCOUNTANT’S REPORT:

The Board reviewed the eleven-months ending Income & Expense Statement. The bottom line for the eleven-months ending August 31, 2020 there was a \$21,540 profit.

The Board agreed that going forward, the Housing Authority will investigate the possibility of entering into a shared agreement with the City for services such as trash removal, landscaping and snow removal. Inquiries will also be made about sharing cost of a service agreement for the CMHA security camera service with the City of Cape May Police Department.

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

\$218,899.74

Money Market (Sturdy Bank)

TOTAL \$218,899.74—(A bit less interest than it used to be)

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. The Authority will be advertising for a Consultant.

NON-PROFIT:

Chairman Dr. Keith Lafferty reported that Cape May Cares has entered into an agreement with Stockton University to engage a senior student who is majoring in Social Work. The student will be performing intake sessions with the residents to best determine their needs and the type of support that will best benefit their needs. He also indicated that Cape May Cares has extended their services to include individuals residing in Cape May. This will be an Internship for the young student.

VECTOR SECURITY CAMERAS:

The Board approved the purchase of security cameras to be installed on Broad Street Court. The cost of the cameras including the installation is \$13,925.00 plus a \$120.00 month charge for a Comprehensive Service Program. The E.D. reported the expense will be covered through the COVID funding.

PROVIDER PROPOSALS:

1. Legal Services – one bid was received from Eisenstat, Gabage & Furman for a one-year agreement at a cost of an annual rate of \$12,600, no increase in the current rate.
2. Fee Accountant – one bid was received from Linda M. Avena, CPA – no increase in the current rate of \$12,000, one-year agreement.
3. Auditing Services – one bid was received from Whisman Giordano – no increase in current rate of \$9,000.00, one-year agreement.

PERSONNEL MANUAL CHANGES:

In accordance with the JIF requirement, for the CMHA to receive a reduced rate for insurance coverage, required changes were made to the Personnel Manual. The Solicitor, Charles Gabage, signed the certification documents confirming that those changes have been made to the Personnel Manual.

MISCELLANEOUS:

1. The Authority will be advertising for a Part Time Maintenance Employee.

Resolutions:

#2020-50– A Resolution Approving CMHA FY 2020-2021 Budget

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	(Not Present)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Not Present)
Commissioner Dr. Christopher Traficante	(Yes)

#2020-51– A Resolution Approving September 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 Dr. Christopher Traficante; the following vote was taken.

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

#2020-52 – A Resolution Approving Executive Session

Not Needed

#2020-53- A Resolution Approving Employee Wages

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 Patti Hodgetts, the following vote was taken.

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

#2020-54– A Resolution Approving Legal Services Provider

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. Christopher Traficante, the following vote was taken.

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

#2020-55– A Resolution Approving Auditing 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. Christopher Traficante, the following vote was taken.

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

#2020-56– A Resolution Approving Fee Accountant 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 Victor Faison, the following vote was taken.

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

#2020-57- A Resolution Approving CMHA & CMC Lease Agreement

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. Christopher Traficante, the following vote was taken.

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

#2020-58- A Resolution Approving Purchase of Vector Security Cameras

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 Chairperson Dr. Keith Lafferty, the following vote was taken.

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

#2020-59- A Resolution Approving State Late Operating Budget Submission

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. Christopher Traficante, the following vote was taken.

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

#2020-60- A Resolution Approving Personnel Manual Changes

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. Christopher Traficante, the following vote was taken.

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

#2020-61- A Resolution Approving Consulting 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. Christopher Traficante, the following vote was taken.

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

There being no further business before the Board, at 5:20 PM Chairperson Dr. Keith Lafferty called for a Motion to **adjourn the meeting**. Vice-Chairperson Patti Hodgetts made the Motion; 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)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR