

Housing Authority of the City of Cape May

REGULAR MEETING

January 25, 2021

At 4:00 PM, **Chairperson Dr. Keith Lafferty called to order** the January 25, 2021 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
Commissioner Victor Faison (via Zoom)
Commissioner Patricia Martz
Commissioner Helen Meier (via zoom)
Commissioner Dr. Christopher Traficante (via Zoom)

Commissioners Victor Faison was present for the majority of the meeting but left at the end of the Executive Session.

The following individuals were also present: Carol Hackenberg, Executive Director, Maryellen Francke, Secretary, Charles W. Gabage (via Zoom), the Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena (via Zoom) of Avena CPA's and Rick Ginnett (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 December 21, 2020, Regular Board Meeting and Executive Session Board Meeting Minutes; Vice-Chairperson Patti Hodgetts made the motion seconded by Commissioner Carol Boyd to accept the December 21, 2020, Regular Board Meeting and the Executive Session Board Meeting Minutes.

The following vote was taken to approve the December 21, 2020 Regular Meeting and Executive Session Minutes.

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

ACCOUNTANT’S REPORT:

The Board reviewed the three-months ending Income & Expense Statement. The bottom line for the two-months ending November 30 there was a profit of \$8,914.00.

Ms. Avena indicated that she would send the month ending report directly to the Commissioners at least two days in advance of the Board Meeting.

COMMITTEES:

Energy Committee –Dr. Christopher Traficante and Commissioner Victor Faison

It was agreed that this Committee would review the specifications for a generator and then make a report to the Board on whether the Authority needs a generator.

JCP&L Committee – Commissioner Dr. Christopher Traficante, Commissioner Patti Hodgetts and Chairperson Dr. Keith Lafferty

Mixed Income/Mixed Finance (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 (subject to change). A meeting will be scheduled with the Committee within the next few months.

Personnel Committee – Chairperson Dr. Keith Lafferty, Vice-Chairperson Patti Hodgetts and Commissioner Carol Boyd. The Personnel Committee will be scheduling a meeting with the Cape May Housing Authority Staff to discuss various items.

JCP&L Deed Notice Settlement Agreement Committee – Commissioner Victor Faison, Commissioner Dr. Patricia Martz and Commissioner Dr. Christopher Traficante.

Chairman Dr. Keith Lafferty proposed establishing a Buildings and Grounds Committee comprised of Commissioner Victor Faison, Vice-Chairperson Patti Hodgetts and Commissioner Helen Meier. The function of the Committee is to observe the property as a whole, discuss topics such as a playground, also to ensure that the maintenance of the grounds and buildings are being properly done and in a timely manner.

ADMINISTRATIVE REPORT:

Ms. Hackenberg reported the following:

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

MONEY MARKET

TOTAL

\$218,994.12

Money Market (Sturdy Bank)

TOTAL **\$218,994.12 @ .10%APY**

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, will need to be revisited is being revisited with our Consultant.

ENVIRONMENTAL:

The matter was addressed in Executive Session.

The E.D. reported that JCP&L will be on site on February 4, 2021 to conduct additional vapor testing on Osborne Court. Arcadis will again be conducting the testing. Sampling canisters will be set in the crawl spaces and a background ambient location.

The Authority is still awaiting the results of the forensic testing.

NON-PROFIT:

The Fall Tutoring Program is continuing with approximately 7-8 Children. A “meet and greet” session with the Stockton University Support Program Intern, Athena Cruz, will be scheduled for some time in February.

VECTOR SECURITY CAMERAS:

The new Vector Security Cameras have been installed. Additionally, some cameras need upgrading. The proposal for that work is \$1,200.00 plus an annual Service Agreement of \$120.00.

PROVIDER PROPOSALS:

The Authority did receive one response from Alliance Pest Control, there is not change in the current rates.

TRESPASS POLICY:

Discussed in Executive Session.

RESOLUTIONS:

#2021-01– A Resolution Approving January Monthly Expenses

Chairperson Dr. Keith Lafferty called for a Motion to approve the resolution to pay the January 2021 expenses. Vice-Chairperson Patti 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	(Absent)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

#2021-02 – A Resolution Approving Executive Session

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

#2021-03 – A Resolution Approving Pest Control Services

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

At 5:30pm 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 Carol Boyd	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

At 6:25pm 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 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 Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

There being no further business before the Board, at 6:30 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 Dr. Patricia Martz	(Yes)
Commissioner Helen Meier	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Respectfully submitted,



Jacqueline Jones
Interim Executive Director
Secretary/Treasurer