

Housing Authority of the City of Cape May

Regular Board of Commissioner Meeting

Minutes

February 22, 2021- 4:00p.m.

The regular meeting of the Housing Authority of the City of Cape May was held February 22, 2021, at 4:00 p.m. via teleconference from the Management Offices of the CMHA located at 639 Lafayette Street, Cape May, NJ 08204.

The meeting was called to order by Chairman Dr. Keith Lafferty. Chairman Lafferty requested everyone to rise for the Pledge of Allegiance.

Chairman Lafferty read the Sunshine Law.

Upon roll call those present were:

Chairperson Dr. Keith Lafferty	(in person)
Vice-Chairperson Patricia Hodgetts	(in person)
Commissioner Victor Faison	
Commissioner Dr. Patricia Martz	(in person)
Commissioner Dr. Christopher Traficante	

Also present were Jacqueline Jones, Interim Executive Director, Maryellen Francke, Secretary, Charles W. Gabage, Esquire – Solicitor, Linda Cavello – Accountant.

Minutes

Chairman Lafferty requested a motion to approve the Regular Meeting minutes from January 25, 2021. A motion was made by Commissioner Martz and seconded by Vice-Chairperson Hodgetts . The following vote was taken:

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

Chairman Lafferty requested a motion to approve the Special Board Meeting minutes from February 3, 2021. A motion was made by Commissioner Martz and seconded by Vice Chairperson Patti Hodgetts. The following vote was taken:

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

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the four-months ended January 31, 2021.

Executive Director's Report

Mrs. Jones thanked the Board for approving the Shared Services Agreement with the Vineland Housing Authority for the services of an Interim Executive Director.

Ms. Jones presented a brief synopsis of the format that will be followed for the Board Meeting and the reports that will be submitted to the Board.

The Statistics Report will be sent out every month with a four-month rolling trend. If there is anything the Board would like to see that is not included in the Statistics Report, please let us know and it can be incorporated into the document. The Expense Report has been updated to include expenses that do not appear as a vendor check, this includes payroll, taxes and health benefits. This will show the total expenses for the bill list for the month and the amount will be included on the board resolution approving the expenses.

Ms. Jones then addressed the JCP&L issue. There was a summary done by Mr. Gabage and a business point summary done by Mr. Ginnetti that was helpful regarding the Deed Notice Settlement Agreement. A meeting will be held with Ms. Jones, Mr. Gabage and Mr. Ginnetti to pare down the issues then meet with the subcommittee to make some suggestions on a strategy on how best to move forward to complete the process in a timely manner.

Ms. Jones addressed the Revitalization Committee (formerly the Mixed Finance/Mixed Income/Redevelopment Committee). The plan is to meet with the committee to discuss the CMHA's vision for the future of Osborne, Lafayette and Broad Street Courts. This needs to be discussed in tandem with the Deed Notice Settlement Agreement. As the language in this document addresses what the Authority can and can not do with respect to the properties as well as what permissions are needed from JCP&L. The Board also may want to make plans for what can be done for the property with respect to short and long-term plans. Once concise thoughts and plans are developed through the Committee, those ideas will be presented to the Board. Another aspect of the discussions is that there are different forms of financing that are available now so the Authority is in a good position to begin to revitalize the properties. The end result is to move forward with plans for these sites.

Ms. Jones addressed several other items, the year-ending 9/20/2020 Audit appears to be completed with the exception of obtaining the New Jersey State GASB Pension figures that indicate the Authority's future obligations to the Fund. It is anticipated that the Audit will be completed by the June 2021 deadline.

With respect to the RAD application that was submitted and is still active, the Financial Plan was due December 30, 2020; obviously that was not completed because of the environmental issue. However, Ms. Jones has requested that Rick Ginnetti extend that date. Also, communications have been ongoing with the HUD Resource Manager, with a follow up call to happen within the next week. HUD just requires an update on the status of RAD as well as the environmental issue. Since HUD is very interested in housing authorities converting to RAD, they are allowing extensions as long as there is a legitimate reason.

The Board will be asked to approve a HUD Operating Subsidy Resolution that is on the Agenda tonight. This is the current operating subsidy for this fiscal year. The required HUD submission will be transmitted prior to the March 9th deadline. It appears that the Authority will be receiving almost the same amount as last year. Simply stated, the HUD calculation is part of the budget process in Washington and it is prorated.

The Accountants, who always do a tremendous job on completing all of the forms for us, anticipate that the proration this year will remain at eighty-three percent.

Committee Reports

Ms. Jones reported the Committees have been streamlined as follows:

COMMITTEE	MEMBERS
JCP&L	Dr. Christopher Traficante, Patti Hodgetts, Dr. Keith Lafferty
Revitalization	Dr. Christopher Traficante, Victor Faison, Dr. Keith Lafferty The new Mayor needs to appointment a committee member.
Personnel	Dr. Keith Lafferty, Patti Hodgetts, Carol Boyd

Old Business – Forensic Testing at Osborne Court. The forensic testing at Osborne Court have been reviewed. A final document indicating the findings has been completed but is still in the review process along with an updated fact sheet for review. Once the information is out of the review process at the State, the information will be shared with the Board. Mr. Glenn is available to present the information to the Board.

New Business – Vapor Intrusion Sampling at Osborne Court. Kelly Henry, JCP&L, Community Liaison, has informed the Authority that the canisters placed in the two crawlspaces at Osborne Court to collect vapor samples did not function as designed. Consequently, new canisters were placed in the two crawlspaces on February 17, 2021 and were collected on February 18, 2021.

With no other discussion on related matters the Chairman moved to the Resolutions.

Resolution #2021-05
Resolution to Approve Monthly Expenses

Chairman Lafferty called for a motion to approve the monthly expenses in the amount of \$55,099.60. A motion was made by Vice-Chairperson Patti Hodgetts; seconded by Commissioner Dr. Patricia Martz. The following vote was taken:

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

Resolution #2021-06
Executive Session

None Needed

Resolution #2021-07
Bank Signatory

Chairman Lafferty called for a motion to approve Resolution #2021-07. A motion was made by Vice-Chairperson Patti Hodgetts; seconded by Commissioner Dr. Patricia Martz. The following vote was taken:

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

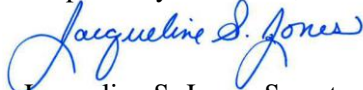
Resolution #2021-08
HUD OPERATING SUBSIDY

Chairman Lafferty called for a motion to approve Resolution #2021-08. A motion was made by Vice Chairperson Patti Hodgetts; seconded by Commissioner Dr. Patricia Martz. The following vote was taken:

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

With no further business to discuss, Chairman Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Victor Faison; seconded by Commissioner Dr. Christopher Traficante. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:20 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer