

Housing Authority of the City of Cape May

Regular Board of Commissioner Meeting Minutes

March 15, 2021- 4:00p.m.

The regular meeting of the Housing Authority of the City of Cape May was held March 19, 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	
Commissioner Jules Rauch	(in person)

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

One member of the public was present: Linda Towns

Chairman Lafferty advised the Board that Carol Boyd resigned as a Commissioner of the City of Cape May Housing Authority. He openly thanked her for her service, the manner in which she conducted herself as a board member and her commitment to the citizens and residents of the Authority.

Chairman Lafferty welcomed Jules B. Rauch, appointed by the Mayor of the City of Cape May, via the City Manager, to the Board of Commissioners. Solicitor Charles Gabage swore in Mr. Rauch as a Commissioner.

Minutes

Chairman Lafferty requested a motion to approve the Regular Meeting minutes from February 22, 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)
Commissioner Jules Rauch	(Abstain)

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the five-months ended February 28, 2021. In answer to Commissioners Faison's question regarding the \$17,600 shortfall under Administrative Expenses, Ms. Cavallo reported it was due higher legal fees pertaining to the environmental matter on Osborne Court.

Executive Director’s Report

Ms. Jones noted that as part of the Shared Services Agreement with Vineland, the Board will be asked to approve Resolution 2021-09 appointing Ron Miller as the State Certified Purchasing Agent for the Housing Authority. Having a State Certified Purchasing Agent will benefit the Authority in many ways, such as, reducing the need for formal bids on all purchases. Instead, since most of the purchases for the Authority fall under the \$44,000.00 threshold, there will be a request for quotations, resulting in a more efficient procurement process.

Ms. Jones forwarded to Commissioners the finalized EPA Forensic Testing Results for Osborne Court, that was prepared by Keith Glenn, for the Board’s review. Mr. Glenn will be invited to the April 19, 2021 Board Meeting to review its’ contents and answer any of the Board’s questions.

Ms. Jones then reported that JCP&L conducted additional vapor testing in some of the crawl spaces on Osborne Court, the result forwarded to the Authority indicate the results were within the acceptable NJDEP Standards.

Ms. Jones addressed the vacant unit turnover progress to date two units have been refurbished and leased up. Going forward the Authority anticipates more vacant units as a result of transfers and tenant vacancies.

Ms. Jones reported that the Authority received notification from HUD the Capital Funding for calendar year 2021 has been approved in the amount of \$169,297.00.

Ms. Jones concluded her report addressing resolutions on the Agenda. One is for the approval to award provider services for a Special Labor Relations Council, this calls for an hourly basis on an as needed basis. The resolution for approval of Environmental Services Agreement is placed on hold as all the information has not been received or reviewed. Again, the fee will be on an hourly basis as needed to complete the JCP&L Deed Notice and Deed Notice Settlement Agreement language.

The Landscaping/Grounds Keeping Service Agreement is being withdrawn as it has been determined that this work will be completed by the Maintenance Staff.

• **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. Keith Glenn, EPA will be attending the April 19, 2021 Board Meeting to review his finalized forensic testing report.

New Business –

Chairman Lafferty presented an updated committee activity report. The Revitalization Committee met via Zoom on March 8, 2021. During that meeting many ideas, pathways and plans for the future were discussed that was the first real look in some detail about revitalization for CMHA. The Committee will continue to meet every month. Additionally, the plan is to do this in conjunction with the City of Cape May as far as respecting the Victorian Way of Cape May as well as tying in the area businesses and the several historical societies.

Solicitor Gabage commented on the EPA finalized forensic testing report. He summarized that the report substantiates the fact that environmental contamination, including the PAHA's, on Osborne Court were not caused by JCP&L, other than what has been defined as the trapezoid area.

There was one comment from a member of the public, Linda Towns. Ms. Towns indicated she is a resident of W. Cape May, NJ and that her interest is mainly in the resident's welfare and hopes the Authority is successful in carrying out all its' plans for future improvements and housing in Cape May.

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

Resolution #2021-09

Resolution to Approving Qualified Purchasing Agent

Chairman Lafferty called for a motion to approve Resolution #2021-09. 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)
Commissioner Jules B. Rauch	(Abstain)

Resolution #2021-10

Resolution to Approving March Expenses

Chairman Lafferty called for a motion to approve Resolution 2021-10, the monthly expenses in the amount of \$63,641.51. 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)
Commissioner Jules B. Rauch	(Abstain)

Resolution #2021-11

Executive Session

None Needed

Resolution #2021-12

Capital Funding

Chairman Lafferty called for a motion to approve Resolution #2021-12. 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)
Commissioner Jules B. Rauch	(Abstain)

Resolution #2021-13

Resolution Awarding Special Legal Services Contract

Chairman Lafferty called for a motion to approve Resolution #2021-13. 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)
Commissioner Jules B. Rauch	(Abstain)

Resolution #2021-14

**Resolution Awarding Special Environmental Services Contract
ON HOLD**

Resolution #2021-15

**Resolution Awarding Landscaping/Grounds Keeping Services Contract
WITHDRAWN**

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 4:25 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer