

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**November 15, 2021- 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held November 15, 2021, at 4:00 p.m. in 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 presents were:

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

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

One member of the public was present: Barbara Dreyfus.

**Minutes**

Chairman Lafferty requested a motion to approve the Regular Meeting minutes from October 18, 2021. A motion was made by Commissioner Traficante and seconded by Vice-Chair Patti Hodgetts. The following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Abstain)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Lafferty then asked Ms. Cavallo to present the monthly accounting report. Ms. Cavallo reviewed the Financial Report for the one month ending October 31, 2021.

## **Executive Director's Report**

Ms. Jones indicated her report would follow up on some items in her Administrative Report.

Vacancy Update, #4 Broad Street will be leased up by the end of November 2021. There will be three additional vacancies at Osborne and Lafayette Courts. One at Osborne, Tenant is transferring to Broad Street as they have custody of their granddaughter. The other two on Lafayette, one Tenant was awarded a Section 8 Voucher for a 2-bedroom unit; the other is ending participation due to health reasons.

The Revitalization Committee will be scheduling a meeting with the City before the end of the year.

Ms. Jones then addressed new items. Regarding snow removal - the Authority will discontinue the practice of contracting out this service, rather it will be performed by the Maintenance Staff. Ron Miller has made the necessary arrangements to secure all of the equipment to perform this function.

Ms. Jones reported that as a result of the Maintenance Staff being expanded to two full-time employees, the Board will be asked to approve two Resolutions involving a Shared Maintenance Service Agreement with the Ocean City and Vineland Housing Authorities. The purpose of this Agreement is to coordinate maintenance functions between the three Authorities. When the Maintenance Staff is assigned to either Authority, the Cape May Housing Authority will correspondingly invoice those Authorities for the appropriate charges for services.

Ms. Jones concluded her report.

Chairman Lafferty reiterated the point that he is in the process of scheduling a meeting with the City due to the importance of moving forward with the Revitalization process.

Chairman Lafferty also advised the Board that Commissioner Rausch submitted his resignation as a Commissioner.

Ms. Jones then turned the meeting over to Attorney Gabage to update the Board on the status of the JCP&L discussions.

Attorney Gabage indicated he first wanted to apologize to the Board for any inconvenience or delays that may have been caused by the health issues he has experienced over the past year. Although the recovery was not as quickly as he would have liked, he is now back on track.

Attorney Gabage continued that as reported at the last Board Meeting that he, Jackie and Rick are continuing to work on completing the language review for both documents, the Deed Notice and Deed Notice Settlement Agreement. It is still anticipated that the matter should be resolved by the end of the year.

There being no further questions Chairman Lafferty moved onto approval of the resolutions as follows:

**Resolution #2021-51**  
**Resolution Approving November Expenses**

Chairman Lafferty called for a motion to approve Resolution 2021-43, expenses for November 2021 in the Amount of \$41,178.41. A motion was made by Commissioner Towns; seconded by Vice-Chair Hodgetts. The following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Lafferty called for a motion to approve Resolutions 2021-52 and Resolution 2021-53. A motion was made by Vice-Chair Pattie Hodgetts, seconded by Commissioner Dr. Traficante. The following vote was taken:

Chairperson Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-52**

**Resolution Approving National Contract Vendors for Contracting Units**

**Resolution #2021-53**

**Resolution Authorizing Contracts with Approved State Contract Vendors for Contracting Units.**

**Resolution #2021-54**

**Resolution Approving Jacqueline S. Jones as the City of Cape May Housing Authority Fund for JIF  
for the fund year 2022**

Chairman Lafferty called for a motion to approve Resolution #2021-54. A motion was made by Commissioner Towns; seconded by Commissioner Traficante. 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 Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-55**

**Resolution Approving City of Cape May Housing Authority to Enter into a Shared Services Agreement with the Housing Authority of the City of Ocean City For Maintenance Services**

Chairman Lafferty called for a motion to approve Resolution #2021-55. A motion was made by Commissioner Dr. Martz; seconded by Commissioner Traficante. 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 Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-56**

**Resolution Approving City of Cape May Housing Authority to Enter into a Shared Services Agreement with the Housing Authority of the City of Vineland for Maintenance Services**

Chairman Lafferty called for a motion to approve Resolution #2021-56. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Traficante. 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 Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-57**

**Resolution Approving City of Cape May Housing Authority Approving Executive Session**

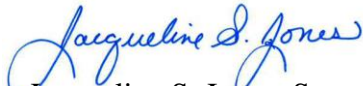
**Not Needed**

Chairman Lafferty invited the member of the public, Barbara Dryefus to make any comments or ask any questions.

Ms. Dreyfus asked what the reason for the resignation of Commissioner Jules B. Rausch was. Chairman Lafferty responded in the letter of resignation Commissioner Rausch sited personal reasons.

With no further business to discuss, Chairman Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Traficante; seconded by Vice-Chair Patti Hodgetts. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:00p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer