

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**September 20, 2021- 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held September 20, 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 Victor Faison	(in person)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(via zoom)
Commissioner Jules B. Rauch III	(in person)

Also, present were Jacqueline Jones, Executive Director, Ron Miller, Operations Manager, Maryellen Francke, Secretary, Charles W. Gabage, Esquire – 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 July 19, 2021. A motion was made by Vice-Chair Patti Hodgetts and seconded by Commissioner Faison. 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 Jules B. Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
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 eleven months ending August 31, 2021.

**Executive Director's Report**

Ms. Jones updated information on the unit vacancies, Lafayette #24 and Broad #18 are completed and leased up. Only two units to complete by the end of October.

Year-end 2020 audit still awaiting the post-Employment benefit liability figures from the State of New Jersey.

Ms. Jones advised that as of September 6, 2021 the Senior Waiting List has been closed. A month-to-month review will be maintained to ensure enough applicants are available to fill any vacancies.

Ms. Jones indicated that the Summer Activities Program was very successful Thoughts are to continue the program next year with some adjustments. Going forward the Activities Director, Barbara Rosenberg, will have one activity a month for the residents to maintain the continuity of the program.

Also, Stockton University has provided the Housing Authority and Cape May Cares with two Social Worker Interns who started at the end of August and will remain through the end of 2022. Pat Harrison, the Vineland HA Social Services Department Head, has agreed to assist the Interns to become acclimated, introduce some guidelines and help with getting the Tenants interested in the worthwhile services through door-to-door contacts.

Ms. Jones advised that some of the Board Members participated in a walk-through of two units, which should help during the journey through the revitalization process.

Continuing with the revitalization process, Ms. Jones stated that the Consultant, Rick Ginnetti will attend the next meeting in October so the Board can begin to discuss viable plans for revitalization. Rick will provide some options as well as associated costs. Once the Board begins the plan, development meetings with the city will be arranged.

Chairman Lafferty expanded on the social worker program in that Ms. Harrison has been gracious enough to help with the Program as well as the Intern training. The piece that was missing here was the contact with the Tenants.

With respect to Cape May Cares, the Chairman noted that volunteers are needed particularly for the Tutoring Program.

Chairman Lafferty stressed the need for the Board to start to move forward with the revitalization plan. He believes Rick Ginnetti will prove to be a valuable asset in helping to formulate the plan.

Ms. Jones turned the meeting over to Attorney Gabage to address the annual nomination of officers.

Attorney Gabage advised that this is the meeting for nominations for the Chair, Vice-Chair and the Secretary Treasurer.

Attorney Gabage opened the meeting for nominations for the Chairperson. Vice-Chairperson Patti Hodgetts nominated Keith Lafferty. There being no further nominations, Attorney Gabage closed the nomination for Chairperson.

Attorney Gabage opened the meeting for nominations the Vice-Chair. Chairman Lafferty nominated Patti Hodgetts. There being no further nominations, Attorney Gabage closed the nominations for Vice-Chair. Attorney Gabage called for a vote to accept Ms. Jacqueline S. Jones as Secretary-Treasurer; the vote was unanimous to accept Ms. Jacqueline S. Jones as Secretary-Treasurer.

Attorney Gabage stated since there were no more nominations for Chair/Vice-Chair. He called for a vote to accept Keith Lafferty as Chair and Patti Hodgetts as Vice-Chair; the vote was unanimous to accept Keith Lafferty as Chair and Patti Hodgetts as Vice-Chair.

Ms. Jones asked Attorney Gabage to provide an update on the JCP&L environmental issue.

Mr. Gabage presented a historical summary of the issue. Since approximately 2016, there have been many meetings including some with the City, JCP&L and the Housing Authority. At the 2016 meeting the Authority was advised of the lead contamination issues on Osborne Court. Initially JCP&L claimed that the lead contamination was not caused by the manufacturing gas plant, but from historical fill.

The second issue involves contamination caused by the manufacturing gas plant on Osborne Court. The contamination started from the gas plant on Lafayette Street and goes onto the Authority property on Osborne Court. It is a small area, generally referred to as the "trapezoid" area. The DEP requires that JCP&L deal with this contamination either through an administration or remediation process.

JCP&L would prefer to use the administrative process that requires them to acquire an agreement from the Authority with respect to a Deed Notice and a Deed Notice Settlement Agreement. The Deed Notice would be recorded in Cape May Court House. By accepting the terms of the Deed Notice, the Authority agrees to restrict the use of that "Trapezoid" area. Additionally, with respect to the 3-test wells on the property, the Authority would also be agreeing to restricted use of the area within approximately 5 feet of those wells.

The parties have just about completed the discussions with respect to the Deed Notice. Once finalized part of that agreement includes compensation to the Authority in the amount of \$195,000.00.

The second document that JCP&L wants the Authority to agree is a document referred to as the Deed Notice Settlement Agreement. As a result of the cumbersome and outdated language, it is a cumbersome process to achieve language that both parties can agree to. One of the issues is the limiting of access that JCP&L wants to all of the Osborne Court property, not just the area involving the contamination on Osborne Court. However, as a result of a lot of work on the part of Jackie Jones, Rick Ginnetti and Attorney Gabage, a draft of the language was sent to JCP&L approximately 6-8 weeks ago.

The attorney for JCP&L finally submitted an extensive response to the Authority's suggested language changes. Attorney Gabage, Jackie Jones and Rick Ginnetti will do a final analysis and respond to JCP&L.

Chairman Lafferty followed up commenting that it has been an arduous process trying to resolve an issue that has been open for more than 5 years. The end result is that the Authority felt comfortable with accepting the \$195,000.00 compensation from JCP&L as well as their commitment to pay all fees for the environmental

consultant and attorney fees. It is also the Authority's goal to conclude the discussions concerning the two agreements as soon as possible.

Ms. Jones asked Ron Miller, Operations Manager, to review the RFP process.

Ron Miller advised that the Authority had solicited RFPs for several providers, Accounting, Auditing, Legal, Consultant and Architect Services. A single proposal was received for the Accounting, Auditing & Legal Services.

For the consulting and architectural services, more than one RFP was received which were reviewed, ranked and scoring. The results of that review/scoring were outlined in the Administrative Report.

Recommendations were made however the Board does not have to accept those recommendations. The bidding was through a fair and open process.

Ron Miller confirmed that the architectural services does not carry over into the revitalization plans. A separate RFP that is project specific will be developed for revitalization plans.

Ms. Jones advised that this was the first year that the Vineland Housing Authority did the RFP process but typically the Board would have a purchasing and/or contract review committee that would make the recommendations to the Board. She then turned the meeting over to Chairman Lafferty.

Chairman Lafferty advised that the Authority name a Purchasing Committee consisting of Commissioners Faison, Rauch and Towns.

**Resolution #2021-32**  
**Resolution Approving August/September Expenses**

Chairman Lafferty called for a motion to approve Resolution 2021-32, July expenses for August in the Amount of \$78,677.71 and September in the amount of \$53,602.85 A motion was made by Vice-Chair Patti Hodgetts; seconded by Commissioner Faison. 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 Jules B Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-33**

**Resolution Approving City of Cape May Housing Authority  
Adoption of State Approved Budget**

Chairman Lafferty called for a motion to approve Resolution #2021-33. A motion was made by Commissioner Faison; seconded by Vice-Chair Patti 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 Jules B. Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-34**

**Resolution Approving City of Cape May Housing Authority  
Approving JIF Renewal/Indemnity Agreement**

Chairman Lafferty called for a motion to approve Resolution #2021-34. A motion was made by Commissioner Faison; 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 Jules B. Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Lafferty called for a collective vote for resolutions 2021-35 through 2021-39 as follows. Attorney Gabage advised that because the Board was approving all of those resolutions together, if a Commissioner was going to abstain for any legal or personal reason, they would have to state which resolution they were abstaining from as well as stating the reason for the abstention.

**Resolution #2021-35**

**Resolution Awarding a Professional Services Contract  
Linda Avena and Co., Inc. for Accounting Services**

**Resolution #2021-36**

**Resolution Awarding a Professional Services Contract  
To Bowman & Company LLP for Auditing Services**

**Resolution #2021-37**

**Resolution Awarding a Professional Services Contract  
To Eisenstat, Gabage & Furman  
For Legal Services**

**Resolution #2021-38**

**Resolution Awarding a Professional Services Contract  
To Haley Donovan Architects  
Architect-Engineer Services**

**Resolution #2021-39**

**Resolution Awarding a Professional Services Contract  
To The Brooke Group  
Consultant Services**

Chairman Lafferty called for a motion to approve Resolution #2021-35,36,37,38 & 39. A motion was made by Commissioner Faison; seconded by Vice-Chair Pattie 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 Jules B. Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-40**

**Resolution Approving City of Cape May Housing Authority  
Approving for Member Participation in a Cooperative Pricing System**

Ron Miller explained this is approving membership for agreement for purchasing, this is one of the largest in the State of New Jersey.

Chairman Lafferty called for a motion to approve Resolution #2021-40. A motion was made by Commissioner Faison; 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 Jules B. Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-41**

**Resolution Approving City of Cape May Housing Authority  
Approving Contract Agreement Mall Chevrolet**

Ron Miller explained this is for the purchase of a new CMHA truck.

Chairman Lafferty called for a motion to approve Resolution #2021-41. A motion was made by Commissioner Faison; 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 Jules B. Rauch III	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

**Resolution #2021-42**

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

**Not Needed**

Chairman Lafferty invited the members of the public, to make any comments or ask any questions.

Ms. Dreyfus made the following inquiry:

- When will the negotiations for the Deed Notice Settlement Agreement be concluded?

Chairman Lafferty deferred the question to Attorney Gabage.

Attorney Gabage responded he was not comfortable answering that question as the Authority needs to await the next response from JCP&L.

With no further business to discuss, Chairman Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Faison; seconded by Commissioner Traficante. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:45p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer