

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
September 19, 2022 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held September 19, 2022, 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 Lafferty who requested everyone to rise for the Pledge of Allegiance.

Chairman Lafferty read the Sunshine Law.

Upon roll call those presents were:

Chairman Dr. Keith Lafferty	(in person)
Vice-Chairperson Patricia Hodgetts	(in person)
Commissioner Victor Faison	(via zoom)
Commissioner Dr. Patricia Martz	(in person)
Commissioner Laurel Nuschke	(via zoom)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(in person)

Also, present were Jacqueline Jones, Executive Director, Mike Watson, Esquire – Solicitor (via conference call), Linda Cavallo – Fee Accountant, Rick Gennitti, Maryellen Francke, Secretary.

There were two members of the public present-Linda Jackson and Mark Jackson

Minutes

Chairman Lafferty requested a motion to approve the Regular Meeting minutes from July 18, 2022, Board Meeting. A motion was made by Vice-Chair Hodgetts and seconded by Commissioner Traficante. The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Victor Faison	(Abstain)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(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, 2022.

Executive Director's Report:

Ms. Jones indicated she would be very brief because of the number of Resolutions on the Agenda as well as the update report concerning the Revitalization Program.

Ms. Jones again reminded the Board about the audit for the year ending September 30, 2021. The audit is complete except for the figures needed from the State for the Pension; once those are received the Auditor will redo the audit and then make a presentation to the Board.

Ms. Jones then turned the meeting over to Rick Ginnetti, Consultant for an update on the Deed Notice and Settlement Agreement with JCP&L.

Mr. Ginnetti reported that the documents were submitted to HUD for their approval. They have contacted the Authority asking for some additional documentation that has been submitted to them. HUD has also requested that the Authority conduct a Part 58 Environmental Review Record and an Environmental Assessment. It was not anticipated these studies were needed as this is done when an Authority is doing a project.

Several prices were obtained, the final being received last Friday. These prices will be forwarded to JCP&L since this is a cost they should pay as a requirement for HUD to give the final approval and allow us to move forward with any projects. The review will be looking for effects on the schools, what is the impact on the flood zone, it is a lot of things that will not have any impact on the Authority. Attorney Mark Asselta has also been in contact with JCP&L with respect to some of the HUD inquiries.

In response to Commissioner Nuschke's question, Mr. Ginnetti indicated there is a low proposal of \$3,800.00. Generally, the responsible entity does the assessment, then the City/County signs off as well as the Housing Authority.

Chairman Lafferty turned the meeting over to Attorney Watson. Ms. Jones explained this is the meeting where the Board will elect the Chair and the Vice-Chair for the new fiscal year. By State Statute the Executive Director serves as Secretary and Treasurer.

Attorney Watson called for any nominations for the position of Chairperson. Vice-Chair Hodgetts nominated Dr. Keith Lafferty, seconded by Commissioner Nuschke. Attorney Watson called for any other nominations. Ms. Jones indicated there were none seen or heard.

Attorney Watson asked for a roll call, the Board unanimously elected Dr. Keith Lafferty as Chairperson.

Attorney Watson called for any nominations for the position of Vice-Chairperson. Dr. Keith Lafferty nominated Patti Hodgetts, seconded by Commissioner Traficante. Attorney Watson called for any other nominations. Ms. Jones indicated there were none seen or heard.

Attorney Watson asked for a roll call, the Board unanimously elected Patti Hodgetts as Vice-Chairperson.

Attorney Watson indicated the final position is for the Secretary-Treasurer, which is a dual role for Housing Authorities, under the By-Laws as well as the law; Ms. Jones of course serves as Secretary-Treasurer now. Attorney Watson called for nominations for Ms. Jones, Vice-Chair Hodgetts made the nomination seconded by Commissioner Traficante. Attorney Watson asked for a roll call, the Board unanimously confirmed Ms. Jones as the Secretary-Treasurer.

Attorney Watson turned the meeting back over to the Chairman. Chairman Lafferty noted there were two individuals present at the meeting. He asked them to introduce themselves.

Ms. Linda Jackson indicated she was instructed to come to the meeting as she called about housing and was told the list was closed. They could not give her any more information. Therefore, she posed the following questions:

- How long will the list be closed?
- What is the date of the person next in line to get a unit?
- What are low-income people supposed to do as this is the oasis for them to get into low-income housing?
- Is there any other stuff she can find out?

Ms. Jackson also indicated that she applied for housing long before any of the other individuals on the list. She applied for housing about 20 years ago, she was denied, there was an appeal, she won the appeal, the Authority was instructed to put her on the list, this was never done. She has the original documents from that appeal.

Chairman Lafferty thanked Ms. Jackson for coming to the meeting. He noted that the Board members are all volunteers, and they reason they do this is to help people get low-income housing. Chairman Lafferty then turned the meeting over to Ms. Jones to address Ms. Jackson's questions.

Ms. Jones advised that each month one of the reports presented to the Board is the number of applicants on the Waiting List as follows:

- Currently there are 70 applicants on the Family Waiting List.
- On the Senior/Disabled List there are approximately 81 applicants on the list.
- Both lists are closed because we only need to maintain the number of applicants, we will need to fill the units that will become vacant in a year or so.
- In the Family and Senior Developments only three units are turned over in a year, which has been the case over the last 3-4 years.
- Recently the Authority had a mailing to all applicants to confirm their interest in remaining on the list. Some of the applicants will not respond so the anticipation is that approximately 30 applicants will be removed from the lists.
- We will open the lists again when there are approximately 20 applicants on each list.

Ms. Jackson again stated she applied 20-years ago, if someone has been on the list longer than her then she does not mind but if they have not then she never got a fair chance and here the list is closed.

Ms. Jones indicated a meeting would be arranged with Ms. Jackson to review the details of her situation then go from there to see what can be done. She instructed Ms. Jackson to call the office to set up the meeting.

Ms. Jackson replied if nothing else then she would like to be number 82 on the list, then she thanked the Board for hearing her concerns.

The other member of the public, Mr. Jackson, declined to make any comments indicating he attended to listen for his sister, Ms. Jackson.

Chairman Lafferty stated the Board will now address the Resolutions as follows: For Resolutions 2022-24-25 there will be one vote and roll call.

Resolution #2022-24
Resolution Approving August 2022 Expenses

Resolution #2022-25
Resolution Approving September 2022 Expenses

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-24 & Resolution 2022-25. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Towns.

The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Resolution #2022-26
Resolution Adopting Fiscal Year 2022-23 State Approved Budget

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-26. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Towns.

The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Lafferty stated that the following Resolutions are going to be bundled together because there is only one response for each RFP, he then called for a motion to approve Resolutions 2022-27; Resolution 2022-28; Resolution 2022-29; Resolution 2022-30 and Resolution 2022-31. A motion was made by Vice Chair Hodgetts; seconded by Commissioner Traficante.

Resolution #2022-27

**Resolution Awarding a Professional Services Contract
To Linda A. Avena, CPA, PA
Fee Accountant Services**

Resolution #2022-28

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

Resolution #2022-29

**Resolution Awarding a Professional Services Contract
To Brown & Connery, LLP
Legal Services**

Resolution #2022-30

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

Resolution #2022-31

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

Ms. Jones instructed the Board that if they are in favor of all the recommended professional positions, then say yes to all “quote unquote;” if there is a different vote other than yes to all, just state what is yes, what is no or an abstention.

The following vote was taken:

Commissioner Dr. Keith Lafferty	(Yes to all)
Vice-Chairperson Patti Hodgetts	(Yes to all)
Commissioner Victor Faison	(Yes to all)
Commissioner Dr. Patricia Martz	(Yes to all)
Commissioner Laurel Nuschke	(Yes to all)
Commissioner Lynda Towns	(Yes to all)
Commissioner Dr. Christopher Traficante	(Yes to all)

Resolution #2022-32
Resolution Adopting Changes in the Authority’s Personnel Policy as Require
To Meet the MEL-EPL Risk Management/Loss Control Plan

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-32. A motion was made by Commissioner Dr. Christopher Traficante; seconded by Vice-Chair Hodgetts.

Chairman Lafferty asked Attorney Watson to explain the changes to the Policy.

Attorney Watson proceed to give a summation of the material changes to the policy as compared to the last two years as follows:

- Updated the Equal Employment Opportunity Policy to include additional protected classes under New Jersey and Federal Laws, meaning these are protected categories that the Authority cannot discriminate against in terms of hiring, promotions, maintaining employment and terminations.

Commissioner Towns inquired as to what classifications had been added. Attorney Watson explained the new classes deal manly with gender identity or expression. There is now a focus and emphasis on that employers cannot discriminate based on a perception of someone’s gender but also the way they identify themselves or express themselves.

- The Anti-Sexual Harassment Policy – MEL did suggest a combination between Sexual Harassment and Harassment, the Authority choose to maintain two separate policies because these are two different subjects under NJ law.
- Workforce Violence Policy was deleted as much of the behavior and prohibitions against this type of behavior is contained throughout the Policy.
- Under the FMLA Policy – changes were made to capture some of the 2019-2022 updates to both NJ and Federal laws.
- The Overtime Compensation Policy – “safe harbors” were added by putting more burden on the employee to constantly monitor their paycheck to make sure they are being paid in real time amounts they think they should be paid.

The following vote was taken:

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

Resolution #2022-33
**Resolution Authorizing that the Administrative Office
Petty Cash Fund be Increased to \$300.00**

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-33. A motion was made by Commissioner Victor Faison; seconded by Vice-Chair Hodgetts.

The following vote was taken:

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

Resolution #2022-34
Resolution Establishing Amendment to Capitalization Policy
(This Resolution amends Resolution #2012-46 adopted on September 17, 2012)

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-34. A motion was made by Commissioner Victor Faison; seconded by Vice-Chair Hodgetts.

Ms. Jones explained this is an accounting practice if the Authority purchases something worth \$3,500 or more it is “capitalized” versus expensed.

The following vote was taken:

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

Resolution #2022-35
Resolution Authorizing Executive Session

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-35, for Executive Session to discuss revitalization. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Towns.

The following vote was taken:

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

The Board went into Executive Session at 4:38pm

At 5:05pm the Board resumed the public meeting.

Attorney Watson indicated that the Board went into Executive Session pursuant to Resolution 2022-35 to discuss matters that fall under attorney client privilege the purchase, acquisition, or improvements to property through partial or full public funds and of course potential contract negotiations. Any minutes will be kept of the closed or executive session separately. When the Authority determines that the matters that required confidentiality that required going into Executive Session are no longer confidential as it pertains to the public those minutes will be released to the public. However, all matters involving attorney-client privilege questions and statements involving attorney-client privilege will be redacted even when the minutes are provided and disclosed to the public.

Chairman Dr. Keith Lafferty called for any comments from the Board.

With no further business to discuss, Chairman Keith Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Traficante; seconded by Commissioner Towns. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 5:15p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer