

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
September 18, 2023 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held September 18, 2023, 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 Vice-Chair Hodgetts who requested everyone rise for the Pledge of Allegiance.

Vice-Chair Hodgetts read the Sunshine Law.

Upon roll call those presents were:

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

Commissioners not present: Chairman Lafferty, Faison and Nuschke

Also, present were Jacqueline Jones, Executive Director, Mike Watson, Esquire – Solicitor (via zoom), Linda Cavallo, Fee Accountant, and Maryellen Francke, Site Manager.

There were no members of the public attending the meeting.

Minutes

Vice-Chair Hodgetts requested a motion to approve the Regular Meeting from August 31, 2023, Board Meeting. A motion was made by Commissioner Traficante and seconded by Commissioner Towns. The following vote was taken:

Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Vice-Chair Hodgetts asked Ms. Cavallo to present the monthly accounting report.

Ms. Cavallo reviewed the Financial Report for the eleven months ending August 31, 2023.

Executive Director's Report:

Ms. Jones reported the following:

- Vacancies – anticipating 1 or 2 more within the next month.
- Playground in process of scheduling an installation date.
- Pavilion is seeking a contractor to provide and install the concrete.

MAINTENANCE UPDATE:

As a result of the long-term absence of the maintenance employee, the Tenant who received the HUD stipend has been a tremendous help with some of the minor maintenance issues; otherwise, the Authority is continuing to use outside contractors to handle any major issues.

STATE BUDGET:

The Board will be adopting the budget once the State receives information from the annual audit.

ELECTION OF CHAIR & VICE-CHAIR:

This election is on the agenda, however, since there is not a full complement of Board Members at this meeting the election will be held at the October 2023 meeting.

STOCKTON UNIVERSITY:

The Board will be asked to approve the Agreement with Stockton University for a Social Worker Intern who started this month. The Social Worker from Vineland is overseeing the implementation of this program.

SOFTWARE CONVERSION:

The conversion to the YARDI Software is on target to be completed as of October 1, 2023. It is a more versatile program as well as less costly (about 40%) as it will be under the Vineland Housing Authority Contract.

The plan is to expand the program to permit applicants the ability to electronically apply for housing.

JCP&L:

Ms. Jones noted that over the past several months the consultant and the attorneys have been working with JCP&L trying to gather all the information requested by HUD. The Board received the last set of documents. We did receive notification that the HUD attorney is in the process of reviewing this response.

REVITALIZATION:

Rick Ginnetti will be attending the October Board Meeting to provide an update on the revitalization plans and the RAD conversion.

Vice-Chair Hodgetts then addressed the resolutions for approval as follows:

Resolution #2023-23
Resolution Approving August & September 2023 Expenses

Vice-Chair Hodgetts called for a motion to approve Resolution 2023-23. A motion was made by Commissioner Traficante, seconded by Commissioner Towns.

The following vote was taken:

Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Vice-Chair Hodgetts stated that the following Resolutions are going to be bundled together, then called for a motion to approve Resolution 2023-24, Resolution 2023-25, Resolution 2023-26, Resolution 2023-27, and Resolution 2023-28.

Ms. Jones advised that each of these items were advertised publicly resulting in one bidder for each provider. The Authority is recommending the following:

- | | |
|---------------------------------|-------------------------|
| • For Fee Accounting Services | Linda M. Avena, CPA, PA |
| • Auditing Services | Bowman & Company LLP |
| • Legal Services | Brown & Connery, LLP |
| • Architect & Engineer Services | Donovan Architects, LLC |
| • Consulting Services | The Brooke Group |

A motion was made by Commissioner Traficante; seconded by Commissioner Towns.

Resolution #2023-24
Resolution Approving Fee Accounting Services
To Linda A. Avena, CPA, PA

Resolution #2023-25
Resolution Approving Auditing Services
To Bowman & Company

Resolution #2023-26
Resolution Approving Legal Services
To Brown & Connery, LLP

Resolution #2023-27
Resolution Approving Architect-Engineer
To Donovan Architects, LLC

Resolution #2023-28
Resolution Approving Consulting Services
To The Brooke Group

The following vote was taken for Resolutions #2023-24 through Resolutions #2023-28:

Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Resolution #2023-29
Approving Donation of Sick Time

Vice-Chair Hodgetts called for a motion to approve Resolution 2023-29. A motion was made by Commissioner Traficante; seconded by Commissioner Martz.

The following vote was taken:

Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Resolution #2023-30
Approving Stockton University Agreement

Vice-Chair Hodgetts called for a motion to approve Resolution 2023-30. A motion was made by Commissioner Traficante; seconded by Commissioner Towns.

The following vote was taken:

Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

Resolution #2023-31
Approving Executive Session
NOT NEEDED

Vice-Chair Hodgetts stated that the following Resolutions are going to be bundled together then called for a motion to approve Resolution 2023-32 and Resolution 2023-33.

Ms. Jones explained the Shared Services Agreement with Ocean City Housing Authority is for maintenance services. The Shared Services Agreement for Vineland Housing Authority is for Management Services, Maintenance, Landscaping, Social Services and Office services. Maintenance services are defined as: when needed-as needed. The Agreements are reciprocal between Cape May and Ocean and Vineland Housing Authorities.

A motion was made by Commissioner Traficante, seconded by Commissioner Martz.

Resolution #2023-32
Approving Shared Services Agreement Ocean City Housing Authority

Resolution #2023-33
Approving Shared Services Agreement Vineland Housing Authority

The following vote was taken:

Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

There were no further comments from the board members.

With no further business to discuss, Vice-Chair Hodgetts entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Martz; seconded by Commissioner Towns. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 4:22 pm.

Respectfully submitted,



Jacqueline S. Jones
Executive Director