

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
September 23, 2024 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held September 23 2024, 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 to rise for the Pledge of Allegiance.

Vice-Chair Hodgetts read Sunshine Law.

Upon the call those presents were:

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

Commissioners not present: Lafferty, Faison & Nuschke

Also, present were Jacqueline Jones, Executive Director, Mark Asselta, Esquire – Solicitor (via Teams), Linda Cavallo, Fee Accountant and Maryellen Francke, Site Manager

There were no members of the public attending the meeting.

Ms. Jones noted that the following items on the agenda would be tabled as follows:

- Minutes of July 15, 2024, Meeting since only two of the five Commissioners are present at this meeting and it is required that three of those commissioners be present to approve the minutes.
- The Election of the Officers, after consultation with the Attorney, Mark Asselta, it was decided to table this item for the next meeting when more members of the Board are present.

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

Ms. Avena presented the eleven months ending, Income & Expense Statement.

Executive Director’s Report:

Ms. Jones provided an update on several items as follows:

RESOLUTIONS:

There are several professional services for the upcoming fiscal year. The Vice Chair will bundle those resolutions for Board Approval.

The Authority has a receivable that will be declared uncollectible in the amount of \$6,093.00. This relates to an old repayment agreement from 2021 for undeclared income. As are result of changes in the household the

Tenant is not able to pay this sum. Additionally, the documentation is weak therefore precluding the Authority from moving forward for a Court Judgement.

Resolution Adoption of the State Budget for fiscal year 2025. This is the same budget the Board approved in July 2024. When the State approves the budget, it comes back to the Board for adoption.

AUDIT FY ENDING 2023:

The Audit Report is theoretical completed however they are still reviewing the Employee benefit numbers submitted by the State. It is anticipated it will be ready for review at the October 2024 Meeting.

JCP&L:

Ms. Jones turned the meeting over to Attorney Asselta for an update on the JCP&L issue.

Attorney Asselta reported the following:

This has been an exceedingly difficult agreement to finalize because of two things:

- JCP&L's various positions in the negotiations.
- The lengthy time for the HUD review. We had to go through several layers and rounds to get this through their legal Departments.

This may have been because this is a unique agreement and not the type HUD deals with all the time. So, it took a while for us to work through all of those issues but Jackie received word on Friday that not only the HUD Legal Staff approved it but an official letter from HUD was issued stating that the Settlement Agreement was approved and the Housing Authority could proceed with executing the Settlement Agreement.

By-and-large the Housing Authority is receiving a settlement payment of \$195,000.00 as well as JCP&L reimbursing the Housing Authority for various consulting fees and in exchange for that the Authority received indemnities and warranties that JCP&L will complete all the necessary environmental remediation on the Osborne Court Property where the contamination may be. Additionally, they will be responsible for all the remediation activities on all sites.

It is felt the Authority is legally protected and gains a lot from entering into this Settlement Agreement that is why it was previously recommended the Board Approve the Agreement, and the final document is very much in substance the same as the one the Board approved some time ago.

The next step is going through the process of getting the documents signed. Also of note is that the City of Cape May is equally happy that this matter had been resolved because some of their projects were paused until this was solved.

In closing, Attorney Asselta commented that Jackie Jones and Rick Ginnetti were the key players because of their persistence in navigating everyone through this arduous process.

In response to board questions Ms. Jones advised that the monies paid out by JCP&L will go into the general fund with the intent of investing it, along with the Capital Fund, for a year or so to be used toward the revitalization project.

REVITALIZATION PROGRAM:

Ms. Jones reminded the Board that she and Rick Ginnetti met with City Representatives, including the Mayor and the Affordable Housing Attorney wherein the same plans for revitalization were reviewed and we received a positive reaction; although there wasn't any monetary commitment because the State is in the process of reallocating the COHA obligations for each County. The Attorney stated they would know what their obligation was sometime in the Fall.

Once that is known the City will contact the Authority for another meeting.

The plans are to move forward with this project. Rick Ginnetti will be brought back into the planning and a new budget will be presented to the Board. As previously noted there will be gaps even though we will be pursuing several types of funding including tax credits, a mortgage with the FMHA and State Funding.

Resolution #2024-19
Resolution Approving August 2024 Expenses

Vice-Chair Hodgetts called for a motion to approve Resolution 2024-19. A motion was made by Commissioner Traficante seconded by Commissioner Towns.

The following vote was taken:

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

Resolution #2024-20
Resolution Awarding Concrete Installation Services

Vice-Chair Hodgetts called for a motion to approve Resolution 2024-20. A motion was made by Commissioner Traficante seconded by Commissioner Towns.

The following vote was taken:

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

Resolution #2024-21
Resolution Approving September 2024 Expenses

Vice-Chair Hodgetts called for a motion to approve Resolution 2024-21. A motion was made by Commissioner Traficante seconded by Commissioner Towns.

The following vote was taken:

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

Vice-Chair Hodgetts stated that the following Resolutions are going to be bundled together because there is only one response for each RFP, she then called for a motion to approve Resolutions 2024-22; Resolution 2024-23; Resolution 2024-24; Resolution 2024-25 and Resolution 2024-26. A motion was made by Commissioner Towns; seconded by Commissioner Traficante.

Resolution #2024-22
Resolution Awarding a Professional Services Contract
To Linda A. Avena, CPA, PA
Fee Accountant Services

Resolution #2024-23
Resolution Awarding a Professional Services Contract
To Bowman & Company LLP
Auditing Services

Resolution #2024-24
Resolution Awarding a Professional Services Contract
To Brown & Connery, LLP
Legal Services

Resolution #2024-25
Resolution Awarding a Professional Services Contract
To Donovan Architects, LLC
Architect-Engineer Services

Resolution #2024-26
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:

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

Resolution #2024-27
Resolution Approving Receivables Decead Uncollectible

Vice-Chair Hodgetts called for a motion to approve Resolution 2024-27. A motion was made by Commissioner Martz, seconded by Commissioner Traficante.

The following vote was taken:

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

Resolution #2024-28
Resolution Approving Joint Insurance Fund Renewal

Vice-Chair Hodgetts called for a motion to approve Resolution 2024-28. A motion was made by Commissioner Traficante seconded by Commissioner Martz.

The following vote was taken:

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

Resolution #2024-29
Resolution Adopting State Budget 2024-25

Vice-Chair Hodgetts called for a motion to approve Resolution 2024-29. A motion was made by Commissioner Traficante seconded by Commissioner Martz.

The following vote was taken:

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

Vice-Chair Hodgetts called for any comments from the Board.

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 4:28 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary