

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**July 19, 2021- 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May was held July 19, 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.

Ms. Jones distributed the Executive Session Minutes for May 17, 2021 & June 21, 2021. She asked that the Board review the documents for approval. At the end of the meeting the documents were returned to Ms. Jones.

Chairman Lafferty asked the Board to welcome the new Commissioner, Lynda Towns.

Attorney Gabage swore in Ms. Towns.

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	(via zoom)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(in person)
Commissioner Jules B. Rauch III	(in person)

Also, present were Jacqueline Jones, Executive Director, 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 June 21, 2021. A motion was made by Vice-Chair Patti Hodgetts and 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	(Abstain)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Lafferty requested a motion to approve the Executive Session Minutes for May 17 & June 21, 201. 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 Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Jules B. Rauch III	(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 nine-months ended June 30, 2021.

### Executive Director's Report

Ms. Jones directed the Board's attention to the Vacancy Report. Currently, there are two vacant units, which have estimated completion dates in the month of August. Ms. Jones commented some of the units are taking more time than anticipated due to the issues with the flooring. In most of the units the sub-flooring needs to be replaced due to water damage from either leaking toilets or from showering.

Ms. Jones again addressed the timing of the submission of the Annual Audit which cannot be completed until the State of New Jersey issues the numbers for pension liabilities.

Ms. Jones advised that within the next month or so the Authority will be opting to close the Waiting List due to the number of applicants currently on the list. The idea is to keep enough applicants on the list that is needed for normal turnover in a one-year period. The Authority will monitor the list and if needed open it again when the need arises to add applicants. It was confirmed that there are separate lists for Seniors/Disabled and families; with a preference given to individuals who live in Cape May County.

Ms. Jones addressed the summer programs including sailing, tennis, arts & crafts, movie nights and field trips. Through the efforts of Barbara Rosenberg, the Activities Director, attendance has been gratifying despite the

fact that a majority of the children were required to attend summer school. The movie night was very successful with good attendance.

Some of the field trips included a trip to the Aviation Museum and the Railroad Company. These trips were possible through the generosity of these organizations who provided free admittance for the families. Dr. Lafferty added that other organizations also donated scholarships such as Cape May Tennis Club and the Corinthian Yacht Club. Going forward Stockton University is once again providing two College Interns who will act as Social Workers.

Ms. Jones talked about the contribution that Barbara Rosenberg has added as a result of her ability to jump right in to provide so many varied activities. Plans are to retain her services through the school year. She is very excited about continuing with the programs and will be available one Saturday a month to provide activities for the seniors and the children.

Ms. Jones then addressed the status of JCP&L. The update is that the Deed Notice Settlement Agreement as well as the Deed Notice is now in the hands of their Attorney, we are just waiting for a response from him.

Ms. Jones reported that in September the revitalization committee will resume their monthly meetings to develop a plan of action for future plans and changes, such as, upgrading units to standards and modernization of the units.

Dr. Lafferty agreed that it is time for the Board to move forward with developing and finalizing plans. The question is whether more units will be added or improve the current units. The one question is whether there is land available in Cape May that could be used to build new units. There is a possibility of partnering with the City to achieve the goal of adding more family units.

**Resolution #2021-29**

**Resolution Approving July Expenses**

Chairman Lafferty called for a motion to approve Resolution 2021-29, July expenses in the amount of \$116,003.90. 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 #2021-30**

**Resolution Approving City of Cape May Housing Authority Budget  
Fiscal Year from October 1, 2021 to September 30, 2022**

Ms. Jones addressed the budget that includes some changes to better utilize the funding as follows:

- Funding - Capital is a real number obligated by HUD. Operating, is an estimate.
- Administration - change structure since PT E.D. is not always on site to include a Site Manager. Also, proposal to include upgrading the computer systems in the administrative offices.
- Tenant Services - includes additional funding to maintain the Director of Activities and the expansion of the programs through the school year.
- Utilities - estimating increase in water/sewer charges.
- Ordinary maintenance & Operations - another change. The budget last year had 1.5 maintenance employees. The proposal is to staff maintenance with 2 full-time employees since a number of items have been eliminated such as outside contractors to perform landscaping, snow removal and the refurbishing of units; this work is now being done inhouse.
- Maintenance materials - there is an increase due to the additional work being performed in house, again, such as landscaping, snow removal and refurbishing of the units.
- Contract Costs - this number has been reduced significantly, however it does include cost, through the Shared Services Agreement with Vineland, for supervising the maintenance department as well as performing all of the procurement functions. Ron Miller is supervising maintenance as well as performing all of the purchasing. Since he is a qualified purchasing agent this will help gain savings for the Authority in certain areas.
- Overall, maintenance costs are a little higher but the Authority is taking on functions that were previously contracted.
- General expenses – overall all increased by 2.
- Bad Debts – increase to this line item just to budget for potential evictions based on nonpayment of rent.
- PILOT (payment in lieu of taxes)- This is a payment to the city in lieu of taxes,
- Vehicles - the maintenance truck is in dire need of replacement. It's close to 20 years old. One can be purchased on State Contract. Purchase of a passenger van - there is a possibility of buying a lightly used van for no more than \$15,000.00 that can be used all year to help transport residents to various activities.

Chairman Lafferty called for a motion to approve Resolution #2021-30. A motion was made by Commissioner Traficante; seconded by Commissioner Martz. 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 #2021-31**

## Resolution Approving Executive Session

Not needed.

Chairman Lafferty asked if there was any new business to discuss. Commissioner Rauch then addressed the articles written by Bob and Barbara Dreyfus, that have been distributed to the Board concerning the disbursing of COAH Money. He stated that the city has a method of collecting a certain amount of funding that goes into an escrow account that provides for the city to meet their obligations to provide affordable housing. Currently, that fund has some 2-3 million dollars in it. Last year a decision was made to distribute approximately one hundred thousand dollars to a number of individuals. That money should be returned as it is believed that the funding would go a long way to help the Authority fund future projects.

Commissioner Rauch suggested that the Housing Authority write a letter to the Fair Share Housing Authority Commission, that is an independent organization, who fosters low- and moderate-income housing, recommending that the City return those funds (the one hundred thousand dollars) to the City of Cape May.

The Board agreed to table the matter and incorporate the suggestion as part of the Revitalization Committee discussions along with the idea to determine if there is an available land in the City of Cape May that could be used to build additional affordable housing.

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

Ms. Dreyfus made the following inquiry:

- The State has setup a new Housing Fund, which the Ocean City Housing Authority got a grant and it was the first grant this year from the State. Has the Housing Authority heard anything from the State? Or, how does one go about finding out about it and is that of any interest to the CMHA as a resource for money?

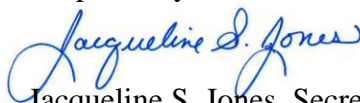
Chairman Lafferty deferred the response to Ms. Jones.

Ms. Jones reported that there are funds available from time-to-time from the State to support the development of affordable housing. Through the efforts of a Consultant for the Ocean City Housing Authority, who happens to be the Consultant for CMHA, he did apply for the funds. Ocean City received a grant of two million dollars to be used for the building of affordable scattered site units.

The CMHA will pursue any available funds as soon as a comprehensive plan is developed. A viable plan must be established to apply for any funding.

With no further business to discuss, Chairman Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Martz; 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 5:35 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer