

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
July 18, 2022 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held July 18, 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 Dr. Patricia Martz	(in person)
Commissioner Laurel Nuschke	(in person)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(in person)

Commissioners Victor Faison was not present for the meeting.

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

Minutes

Chairman Lafferty requested a motion to approve the Regular Meeting minutes from June 27, 2022. A motion was made by Vice-Chair Hodgetts and seconded by Commissioner Traficante. The following vote was taken:

Chairman Dr. Keith Lafferty	(Abstain)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Victor Faison	(Absent)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(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 ending June 30, 2022.

Commissioner Nuschke questioned the difference between the Operating Subsidy budgeted and the actual amount.

Ms. Jones explained that when the budget is prepared it is an estimate because the Authority is nine to ten months into the fiscal year before the Authority knows the actual budget for that year. Even though the Authority submits forms well in advance, the result depends on the budget allocation that is approved by Congress.

Executive Director's Report:

Ms. Jones reported that the occupancy rate remains at 100%.

Ms. Jones addressed the HUD REAC Inspection that occurred in June 2022. The inspection is performed by outside contractors engaged by HUD. The Authority was in a "safe zone" for several years because of the application for the RAD Program as well as the COVID epidemic no inspections were performed for several years. This year there was less than 30-days' notice concerning the inspection. Ron Miller and the maintenance staff did a lot of work to prepare for the inspection. The score of 80 out of 100 is okay as we did not fail. Although not displeased with the score of 80 we would like to see it in the ninety-five range.

The inspector chooses a certain number of units to inspect as well as the grounds and all other buildings like the offices and the maintenance shop. Anything that is a safety or health issue result in a high deduction. For example, there was a sidewalk on Broad Street that had some erosion resulting in a subtraction of six points. Although they are redoing the requirements we are not going to be involved in this process after the RAD conversion.

In response to Commissioner Martz's inquiry Ms. Jones stated that the Authority would not loose any funding as it is all part of an overall PHAS score that includes the financial piece and other administrative functions. If the Authority has an overall failing score, then HUD gets involved. If the score is less than a High-Performer, then the inspections are completed every two years.

Ms. Jones noted that the Board will be asked to approve a resolution concerning the JIF Cyber Policies. As a result of all the cyber security issues Ron Miller has been developing security policies and procedures.

Regarding the Summer Activities programs for the children - Ms. Jones noted that there were a lot of sign-ups for programs, but not a lot of showups. However, Barbara Rosenberg has continued to follow up and encourage families to take advantage of all the wonderful programs she was able to secure for them.

Ms. Jones advised the Board that the Audit for the year ending September 30, 2021, is complete; however, the State is late in supplying the liabilities for pension-health benefits. Therefore, the Auditor prepared a "qualified" report to meet the HUD deadline for Audit completion. Once the figures are received the Auditor will update the report and present it to the Board.

Ms. Jones presented an update on the JCP&L Settlement Agreement, which was submitted several weeks ago to HUD for their approval. We will continue to follow up with HUD.

Ms. Jones addressed the Annual Plan; although the 5-year plan has been in motion every year the Authority updates that plan to follow up on goals and plans. This Annual Plan includes a progress report on RAD and the revitalization program.

Under the RAD Program the Authority will be able to have eighty percent of the unit rents to be at 110% of the fair market value as established by HUD. This is important because this income will be used to borrow money for the revitalization program.

In response to Commissioner Town's question concerning the relocation of residents - Ms. Jones responded that this something the Consultant, Rick Ginnetti, will develop a program for relocation of residents.

Ms. Jones then directed the Board's attention to the proposed 2023 Fiscal Year Budget distributed to them. She proceeded to review the budget as follows:

- Income – these are estimates based on analyzing certain data. With respect to the Capital Fund funding, the Authority is currently using the 2021 funding, meaning, by the time the 2023 budget is prepared HUD will be awarding the 2022 funds.
- Expenses – again most of the numbers are estimates based on past experiences, such as the health benefit costs.
- Tenant services – includes estimates for repairs and tenant events.
- Maintenance – was based on fair market rates; because of the requirement to perform landscaping and snow removal in-house two full time employees are needed.
- Insurance – JIF are trending slightly higher. Bad Debts—needed for unforeseen matters such as Tenant who leave an outstanding balance when they vacate the unit. PILOT is based on a formula that includes rental income less the cost of utilities X 10%.

This year the budget includes a separate page for the Capital Budget that provides for additional maintenance equipment like a snow blower, improvement to the maintenance shed and a new phone system.

Commissioner Nuschke asked if the revitalization plans include a provision for solar energy. Ms. Jones responded that is something that will be explored.

Commissioner Nuschke asked why the difference in administrative salaries. Ms. Jones explained that the costs for the Vineland Management is under Management Fees and Maintenance Contract Costs.

Resolution #2022-19
Resolution Approving July 2022 Expenses

Chairman Lafferty called for a motion to approve Resolution 2022-19, expenses for July 2022 for \$54,220.92. A motion was made by Commissioner Towns; seconded by Vice-Chair Hodgetts.

The following vote was taken:

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

Resolution #2022-20
Resolution Adopting Policies for the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management Compliance Program.

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-20. A motion was made by Commissioner Traficante; seconded by Commissioner Vice-Chair Hodgetts.

The following vote was taken:

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

Resolution #2022-21
Resolution Approving City of Cape May Housing Authority FY 2022-2023 Budget

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-21. A motion was made by Commissioner Traficante; seconded by Commissioner Dr. Patricia Martz.

The following vote was taken:

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

Resolution #2022-22

Resolution For Compliance with the PHA Annual Plan (2022-2023)

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-22. A motion was made by Commissioner Traficante; seconded by Commissioner Nuschke.

The following vote was taken:

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

Resolution #2022-23

Resolution Granting Official Leave of Absence (Workmen's Compensation)

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-23. A motion was made by Commissioner Dr. Patricia Martz; seconded by Commissioner Nuschke.

The following vote was taken:

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

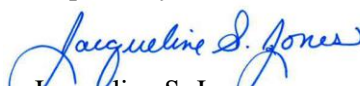
Chairman Dr. Keith Lafferty called for any comments from the Board.

Commissioner Lynda Towns wanted to make the Board aware of the William J. Moore Scholarship Foundation that awards between 5-7 scholarships per year. The foundation will be holding a 150th birthday celebration for William J. Moore on July 31, 2022, at the Cape May Elementary School.

Chairman Dr. Keith Lafferty called for any comments from the public, there were no members of the public present at the meeting.

With no further business to discuss, Chairman Keith Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Vice-Chair Hodgetts; seconded by Commissioner Traficante. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 4:50p.m.

Respectfully submitted,


Jacqueline S. Jones
Secretary/Treasurer