

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**October 24, 2022 - 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held October 24, 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	(in person)
Commissioner Dr. Christopher Traficante	(in person)

Commissioner Lynda Towns was not present at this meeting.

Also, present were Jacqueline Jones, Executive Director, Mark P. Asselta, Esquire – Solicitor (via zoom), Linda Cavello (via zoom) – Fee Accountant, Maryellen Francke, Site Manager.

There were no members of the public attending the meeting.

**Minutes**

Chairman Lafferty requested a motion to approve the Regular Meeting minutes from September 19, 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	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(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 twelve-months ending September 30, 2022.

In response to Commissioner Nuschke's question concerning the discrepancy in total income between the budget and the actual through September 30, 2022, Ms. Jones explained it is the result of a budget that is prepared approximately eight months before the beginning of the new fiscal year and based on information known at the time the budget is written. She noted that with respect to the Operating Subsidy, the budget was based on the prior year when the Authority was receiving more income because of an extra subsidy for an energy efficiency boost for several years. This money should not have been awarded as in prior years as the necessary paperwork was not submitted to HUD, so the current subsidy was lower; however, HUD did not take back the extra subsidy from those prior years.

**Executive Director's Report:**

Ms. Jones presented her report indicating everything remained as noted in her Administrative Report with addition of the following updates.

- The Audit for the Fiscal Year ending September 30, 2021, is still a "qualified" audit because the Authority is still awaiting the information from the State relating to benefit liabilities. The anticipation is that these numbers may not be forthcoming until January 2023.
- JCP&L Agreement, before HUD signs off on the Agreement, they are requiring the completion of an Environmental Review Report, which is just a matter of record, a formality involving lots of paperwork. Rick Ginnetti, the Consultant, has selected a Company to perform the review. JCP&L has agreed to pay the fee for this work; however, we will make the initial payment and JCP&L will reimburse the Authority for that expense.

The best time estimate for the completion of this process is several months as beyond the completion of the report several procedures must be completed for HUD.

- Revitalization Project, a meeting was held with City Officials who were given the same presentation as the Board at the last Board Meeting, as a result there was a lot of positive feedback from that group. They did request a written plan summary on the project; once that is completed the City will want a meeting with City Council.

As there is always funding gaps with tax credit financing, Rick Ginnetti's Company is pursuing funding that may be available at the State Level because of COVID funding that can be used for affordable housing. The anticipation is that the funding gap can be closed through this type of funding.

There are many wheels in motion right now and we hope to present more information at the next board meeting.

Chairman Lafferty reported as a result of the City Representatives recommendation, he met with the Historical Preservation Commission (HPC) of the City of Cape. This is more of a courtesy meeting to ensure the Authority is keeping with the aesthetics for Cape May as much of the neighborhood is situated in a historic area. There will also be a follow up presentation with this group.

Attorney Asselta noted he agrees it is a good idea to stay connected with this group. He knows different towns have different ordinances in terms of HPC and their involvement with various projects. Sometimes there is a need for a recommendation from them for a particular project to move it forward with the Planning Board. It all depends on how the ordinances are written but even if it is technically not required it is a good PR move and right on point because if nothing else you are getting their input as they are supposed to be the experts. There is no downside with soliciting their comments.

**Resolution #2022-36**  
**Resolution Approving October 2022 Expenses**

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-36. A motion was made by Commissioner Traficante; seconded by Commissioner Martz.

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 Dr. Christopher Traficante	(Yes)

**Resolution #2022-37**  
**Resolution Authorizing Contracts with Approved National Contract Vendors for Contracting Units**

**Resolution #2022-38**  
**Resolution Authorizing Contracts with Approved State Contract Vendors for Contracting Units**

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-37 and Resolution 2022-38. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Nuschke.

The following vote was taken:

Chairman 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 Dr. Christopher Traficante	(Yes to all)

**Resolution #2022-39**

**Resolution Authorizing the Cape May Housing Authority to enter into a Shared Services Agreement  
with the Ocean City Housing Authority for Maintenance Services**

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2022-39. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Traficante.

Ms. Jones noted that this is a two-way agreement between Cape May Housing Authority and the Ocean City Housing Authority for maintenance coverage as needed.

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 Dr. Christopher Traficante	(Yes)

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 Nuschke; seconded by Commissioner Martz. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 4:30p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer