

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**July 17, 2023 - 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held July 17, 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 Chairman Lafferty who requested everyone 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-Chair Patricia Hodgetts	(in person)
Commissioner Victor Faison	(via Zoom)
Commissioner Dr. Patricia Martz	(in person)
Commissioner Laurel Nuschke	(via zoom)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(in person)

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**

Chairman Lafferty requested a motion to approve the Regular Meeting and Executive Session minutes from June 12, 2023, Board Meeting. A motion was made by Commissioner Traficante and seconded by Commissioner Martz. The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Abstain)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Abstain)
Commissioner Dr. Christopher Traficante	(Yes)

Chairman Lafferty asked Ms. Cavallo to present the monthly accounting report.

Ms. Cavallo reviewed the Financial Report for the nine months ending June 30, 2023.

**Executive Director's Report:**

Ms. Jones reported the following:

- Two vacancies - Osborne & Broad Street. The Broad Street unit needs a lot of work. This is one of the concerns for moving forward with redevelopment as the units are not in decent shape. They are old and in every vacated unit the floors are rotted out requiring the need to replace floors in the kitchen and the bathrooms.
- Playground equipment is on order. Need quotes for the Pavilion and the concrete floor. Plans will be made to hold a ribbon cutting once everything is in place.

**ANNUAL PLAN:**

Ms. Jones noted that the Board will be asked to approve a resolution for the Authority to submit the required Annual Plan to HUD. Next year the Authority will be required to submit a 5-year plan that will be much more inclusive to include goals, objectives as well as plans for renovations.

**SOFTWARE CONVERSION:**

A conversion of the current software program (PHWEB) to the YARDI program. As this will be tied to the current Vineland Program the Authority will recognize a 40% cost reduction along with a reduction in paperwork. It is anticipated the conversion will be completed before the beginning of the new fiscal year.

**JCP&L:**

Ms. Jones advised that the City of Cape May did sign off on the required Environmental Review document. Currently negotiations are ongoing with JCP&L concerning language changes to the Deed Notice Agreement.

**REVITALIZATION:**

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

Ms. Jones responded to Commissioners inquiries as follows:

- Communications to the Tenants concerning revitalization, the Authority will continue to hold day and evening meetings. The Tenants will also receive written notifications/updates from the Authority.
- As of this date the Authority has not received any updates on the status of the Lafayette Condos. However, Chairman Lafferty indicated the plans are to arrange a meeting with the City of Cape May.

Chairman Lafferty then addressed the resolutions for approval as follows:

**Resolution #2023-20**  
**Resolution Approving July 2023 Expenses**

Chairman Lafferty called for a motion to approve Resolution 2023-20. A motion was made by Commissioner Nuschke, seconded by Commissioner Martz.

The following vote was taken:

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

**Resolution #2023-21**  
**Resolution Approving PHA Certification of Compliance with the PHA Annual Plan (2023-2024)**

Chairman Lafferty called for a motion to approve Resolution 2023-21. A motion was made by Commissioner Traficante; seconded by Commissioner Towns.

The following vote was taken:

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

**Resolution #2023-22**

**Approving City of Cape May Housing Authority Budget for Fiscal Year 2023-2024**

Chairman Lafferty called for a motion to approve Resolution 2023-22. A motion was made by Commissioner Traficante; seconded by Commissioner Nuschke.

Ms. Jones reviewed the budget as follows:

- Maintenance includes provision for a PT Employee with the opportunity to operate in accordance with the Shared Services Agreements with Vineland and Ocean City Housing Authorities.
- Funding for a Social Worker/Nurse as needed in conjunction with the Vineland Housing Authority Programs. This summer the Authority will be hosting an Intern from Stockton University that will be mentored by the Vineland Housing Authority Social Worker.
- All other items remain the same with estimated increases.
- Capital Budget Items include:
  1. Asbestos Survey and Lead Testing
  2. Maintenance Equipment – snow blower, ground equipment and improvements for the Maintenance Shed.
  3. New phone system.

With no further questions from the Commissioners Chairman Lafferty called for a vote.

The following vote was taken:

Commissioner Dr. Keith Lafferty	(Yes)
Vice-Chairperson Patti Hodgetts	(Yes)
Commissioner Victor Faison	(Abstain)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(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, Chairman Lafferty 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 4:45 pm.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer