

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
October 16, 2023 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held October 16, 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 Chairperson Lafferty who requested everyone rise for the Pledge of Allegiance.

Chair Lafferty read the Sunshine Law.

Upon roll call those presents were:

Chairperson Keith Lafferty	(in person)
Commissioner Victor Faison	(zoom)
Commissioner Laurel Nuschke	(in person)
Commissioner Dr. Patricia Martz	(in person)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(in person)

Commissioners not present: Vice-Chair Patricia Hodgetts

Also, present were Jacqueline Jones, Executive Director, Mike Watson, Esquire – Solicitor (via zoom), Linda Cavallo, Fee Accountant (via zoom), Rick Ginnetti, Consultant and Maryellen Francke, Site Manager.

There were no members of the public attending the meeting.

Minutes

Chairperson Lafferty requested a motion to approve the Regular Meeting from September 18, 2023, Board Meeting. A motion was made by Commissioner Traficante and seconded by Commissioner Towns. The following vote was taken:

Chairperson Keith Lafferty	(Abstain)
Commissioner Victor Faison	(Abstain)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Abstain)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Christopher Traficante	(Yes)

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

Ms. Cavallo reviewed the Financial Report for the twelve months ending September 30, 2023.

Executive Director's Report:

Ms. Jones reported that by the end of the month there will be two vacancies, one at Broad and one at Osborne.

MAINTENANCE UPDATE:

The Board will be asked to approve a resolution granting an FMLA Leave for Jeyson Lopez.

STATE BUDGET:

The adoption of the approval of the State Budget will be tabled because the Auditor is awaiting the health and pensions numbers from the State. The Auditor is not comfortable releasing the report unless it is complete.

STOCKTON UNIVERSITY:

The Stockton University Intern is here twice a week with Pat Harrison, the Social Worker from Vineland. They have begun to reach out to all the residents offering their assistance and support.

SOFTWARE CONVERSION:

The conversion to the YARDI Software was completed as of October 1, 2023. There will be some expansions to include the ability to for applicants to apply on-line. Communications will be managed through newspaper advertisements as well as the website. Since current applicants are already on the waiting list no further action will be required by them.

PLAYGROUND EQUIPMENT:

The Authority is still awaiting confirmation of the installation date. The pavilion design has been chosen. Cape May Cares is approving this purchase and will contract with the vendor directly for the purchase and installation.

RESIDENT ACTIVITIES:

The Tutoring Program resumed the first week of October with 19 students participating each week.

JCP&L:

Rick Ginnetti reported in early September the Authority responded to HUD's request for additional information. The next step will be to have Mark Asselta, attorney, contact HUD's attorney as a means of expediting the process.

NEW BUSINESS:

Election of Board Officers.

Attorney Watson called for any nominations for the position of Chairperson, indicating there must be a first and second motion for the nominee to be voted on.

Commissioner Nuschke nominated Dr. Keith Lafferty, seconded by Commissioner Towns. Attorney Watson called for any other nominations. Ms. Jones indicated there were none seen nor heard.

Attorney Watson asked for a roll call, the Board unanimously elected Dr. Keith Lafferty as Chairperson.

Attorney Watson called for any nominations for the position of Vice-Chairperson. Commissioner Nuschke nominated Patricia Hodgetts, seconded by Commissioner Towns. Attorney Watson called for any other nominations. Ms. Jones indicated there were none seen nor heard.

Attorney Watson asked for a roll call, the Board unanimously elected Patti Hodgetts as Vice-Chairperson.

Attorney Watson indicated the position of Secretary-Treasurer, which is a dual role for Housing Authorities, under the By-Laws as well as the law; therefore Ms. Jones will continue to serve as Secretary and Treasurer of the Board.

The Board unanimously approved the rescheduling of the November 2023 Board Meeting from November 20, 2023, to November 13, 2023.

Chairperson then addressed the resolutions for approval as follows:

Resolution #2023-34
Resolution Approving October 2023 Expenses

Chairperson Lafferty called for a motion to approve Resolution 2023-34. A motion was made by Commissioner Nuschke, seconded by Commissioner Towns.

The following vote was taken:

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

Resolution #2023-35
Resolution Approving FMLA Leave-Jeyson Lopez

Chairperson Lafferty called for a motion to approve Resolution 2023-35. A motion was made by Commissioner Traficante, seconded by Commissioner Martz.

The following vote was taken:

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

Chairperson Lafferty stated that the following Resolutions are going to be bundled together, then called for a motion to approve Resolution 2023-36, Resolution 2023-37, Resolution 2023-26.

A motion was made by Commissioner Towns; seconded by Commissioner Nuschke.

Resolution #2023-36
Resolution Approving National Contract Vendors

Resolution #2023-37
Resolution Approving State Contract Vendors

The following vote was taken for Resolution #2023-36 and Resolution #2023-37:

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

Resolution #2023-38
Approving Executive Session

Chairperson Lafferty called for a motion to approve Resolution 2023-38. A motion was made by Commissioner Traficante, seconded by Commissioner Martz.

The following vote was taken:

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

Chairperson Lafferty stated the Board will enter Executive Session to discuss Revitalization.

The Board went into Executive Session at 4:24pm

At 5:55pm the Board resumed the public meeting.

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

With no further business to discuss, Chairperson Keith Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Towns; seconded by Commissioner Martz. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 5:56p.m.

Respectfully submitted,



Jacqueline S. Jones
Executive Director