

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
March 20, 2023 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held March 20, 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)
Commissioner Victor Faison	(via zoom)
Commissioner Dr. Patricia Martz	(in person-4:03pm)
Commissioner Laurel Nuschke	(via zoom)
Commissioner Lynda Towns	(in person)
Commissioner Dr. Christopher Traficante	(in person)

Vice-Chair Patricia Hodgetts was not present at this meeting.

Also, present were Jacqueline Jones, Executive Director, Jose Calves, 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 February 27, 2023, Board Meeting. A motion was made by Commissioner Martz and seconded by Commissioner Nuschke. The following vote was taken:

Chairman Dr. Keith Lafferty	(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 five-months ending February 28, 2023.

Executive Director's Report:

Ms. Jones reported everything remains as reported in the March 15, 2023, Administrative Report; however, she noted the following items:

- One vacancy on Lafayette Court
- Broad Street Clean Up –flyer was prepared and distributed to the residents. Ron and Lexi had successful one-on-one meetings with several of the Residents. The conversations included remarks about the need to remove toys, sheds, bikes, and other items scattered throughout the court. A follow-up visit has been scheduled for next month.
- Playground - no change in the plans to move ahead with the installation of the playground. However, still costing out plans for the Pavilion.
- Resident Activities - the Cape May Cares group is in the process of developing many worthwhile programs for the families/seniors this summer.

Audit:

All of the health/pension numbers have been received therefore it is anticipated that the 2021 Audit will be available for review at the next Board Meeting.

JCP&L:

All of the information has been provided to the HUD Attorney for review of the Deed Notice and Deed Notice, Access Settlement Agreement. To move the matter along, the Consultant, Rick Ginnetti, requested the scheduling of a conference call with the HUD Attorney, but there was no response to this request.

Ms. Jones concluded her report.

COMMENTS FROM BOARD MEMBERS:

In response to Commissioner Towns' question concerning how the vacancy would be filled on Lafayette Court, Ms. Jones responded that the Authority would follow the procedure governing the Waiting List. That is address preference for applicants residing in Cape May County, then, select by date/time the application was submitted to the Authority.

Commissioner Nuschke questioned whether the Authority would be eligible to apply for the Environmental Committee Grant for developing gardens throughout the complexes. Ms. Jones asked that the information be forwarded to her to determine eligibility as well as what could be accomplished with the grant.

Chairman Lafferty suggested that the matter be directed to the Cape May Cares Gardening Committee.

Commissioner Traficante advised the Board that there was a meeting at the City of Cape May concerning the affordable housing CONDOS to be built behind the WAWA. He asked if the Authority was notified of this closed session meeting. Ms. Jones responded, no, since the matter does not involve the Housing Authority.

Chairman Lafferty then addresses the resolutions for approval as follows:

Resolution #2023-07
Resolution Approving March 2023 Expenses

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2023-07. A motion was made by Commissioner Traficante; seconded by Commissioner Martz.

The following vote was taken:

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

Resolution #2023-08
Resolution Approving HUD Operating Subsidy

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2023-08. A motion was made by Commissioner Traficante; seconded by Commissioner Towns.

Ms. Jones explained that the Subsidy is based on a HUD formula that includes percentage of occupancy along with utility costs. The Accountants who help calculate the formula have estimated the 2023 HUD Subsidy to be \$386,705.00.

The following vote was taken:

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

Resolution #2023-09
Resolution Approving Capital Fund Program

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2023-09. A motion was made by Commissioner Traficante; seconded by Commissioner Towns.

Ms. Jones explained that the Capital Fund Program is also based on a formula. The 2023 amount is just about the same as last year: \$209,266.00.

The following vote was taken:

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

Resolution #2023-10
**Resolution to Dispose of Furniture and Equipment
Using the Disposition Policy**

Chairman Dr. Keith Lafferty called for a motion to approve Resolution 2023-10. A motion was made by Commissioner Towns; seconded by Commissioner Nuschke.

Ms. Jones noted that this procedure is used to write-off snow equipment that could not be repaired. However, it will be listed on gov.deals. If it sells the Authority will receive payment.

The following vote was taken:

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

With no further business to discuss, Chairman Keith Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Traficante; seconded by Commissioner Martz. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 4:30pm.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer