

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**January 29, 2024 - 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held January 29, 2024, 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)
Vice-Chair Patricia Hodgetts	(in person @ 4:05pm)
Commissioner Victor Faison	(in person)
Commissioner Laurel Nuschke	(in person)
Commissioner Dr. Traficante	(in person)

Commissioners not present: Dr. Patricia Martz & Lynda Towns

Also, present were Jacqueline Jones, Executive Director, Mike Watson, Esquire – Solicitor (via Teams), Linda Cavallo (via Teams) Fee Accountant 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 December 18, 2023, Board Meeting. A motion was made by Commissioner Traficante and seconded by Commissioner Nuschke. The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)

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

Ms. Avena presented the three months ending December 31, 2023, Income & Expense Statement. In response to Commissioner Nuschke's question concerning the capital income, Ms. Jones replied, since this is a small authority, this funding can be used to cover operating expenses as needed. Since it has not been needed the money can accumulate for other uses such as the Revitalization Program. For accounting purposes, the funds are spread out over the twelve months. Ms. Jones further noted that if the funds are not drawn down within the 36-month time limit then HUD will withdrawal the funding.

**Executive Director's Report:**

Ms. Jones reported two vacancies, which is normal for the year. The Authority averages four (4) turnovers a year.

**AUDIT:**

The Auditor reviewed this report at the last meeting so the Board will be asked to approve the resolution accepting the Audit along with the certification.

**PLAYGROUND PAVILLION EQUIPMENT:**

The equipment is on target to be installed in the spring.

**JCP&L:**

Ms. Jones updated the Board indicating she received an email from the Attorney this morning wherein he stated the HUD attorney is requesting a meeting to review the current open items relating to the Settlement Agreement.

**REVITALIZATION PROGRAM:**

Ms. Jones noted that a meeting was held with the City of Cape May Representatives as well as Dr. Lafferty, Ms. Jones, the consultants, and attorneys. The meeting was well received, with the understanding there would be follow-up communication from the City. To date this has not happened so the Authority is going to move forward with the revitalization of the current units.

With that in mind at the next Board Meeting, the Consultant, Rick Ginnetti, will be presenting an RFP for a Development Partner. At that time, the Board will be asked to review the document to ensure it is in line with what the Board wants to do.

Chairman Lafferty noted that he is in the process of trying to arrange a meeting with the City Manager as well as the City Attorney to give them an opportunity to tour the site so that they have a better understanding of what needs to be accomplished through the revitalization program.

Ms. Jones concluded her report and turned the meeting over to Chairman Lafferty.

**RESIDENT ACTIVITIES:**

Chairman Laferty spoke about the Christmas present deliveries that occurred on December 24<sup>th</sup>. Approximately seventy-three families received presents that included families not associated with the Housing Authority.

Also, Cape May Cares partnered with the Burke Motor Group who provided over one hundred new winter coats for distribution to the residents. Approximately ninety coats were received by the families, the remaining coats were forwarded to the Food Bank and the Branches.

Chairperson Lafferty then addressed resolutions for approval as follows:

**Resolution #2023-54**  
**Resolution Authorizing One-Time Bonus**

Chairperson Lafferty called for a motion to approve Resolution 2023-54. A motion was made by Commissioner Traficante, seconded by Vice Chair Hodgetts.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2024-01**  
**Resolution Approving January 2024 Expenses**

Chairperson Lafferty called for a motion to approve Resolution 2024-01. A motion was made by Vice-Chair Hodgetts Nuschke, seconded by Commissioner Nuschke.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2024-02**  
**Resolution Approving Risk Management Consultant**

Chairperson Lafferty called for a motion to approve Resolution 2024-02. A motion was made by Commissioner Traficante seconded by Commissioner Nuschke.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2024-03**  
**Resolution Approving Annual Audit & Certification**

Chairperson Lafferty called for a motion to approve Resolution 2024-03. A motion was made by Vice-Chair Hodgetts seconded by Commissioner Nuschke.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2024-04**  
**Resolution Approving Electronic Funds Transfer Policy**

Chairperson Lafferty called for a motion to approve Resolution 2024-04. A motion was made by Commissioner Traficante seconded by Commissioner Nuschke

Ms. Jones explained that the JIF Insurance Company strongly recommends that the Authority approve this policy. The purpose of this policy is to move away from the use of checks and convert to electronic fund transfer as this is a more secure way to manage the payment of invoices. By adopting the Policy, it will also ensure a lower insurance premium.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

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 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 4:25pm.

Respectfully submitted,

  
Jacqueline S. Jones  
Secretary