

**Housing Authority of the City of Cape May**  
**Regular Board of Commissioner Meeting Minutes**  
**July 15, 2024 - 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held July 15, 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.

Chairperson Lafferty read the Sunshine Law.

Upon roll call those presents were:

Chairperson Keith Lafferty	(in person)
Commissioner Faison	(via teams)
Commissioner Martz	(in person)
Commissioner Laurel Nuschke	(via teams)
Commissioner Dr. Traficante	(in person)

Commissioners not present: Hodgetts & Towns

Also, present were Jacqueline Jones, Executive Director, Mike Watson, Esquire – Solicitor (via Teams), Linda Cavallo, 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 Minutes from the June 17, 2024, Board Meeting. A motion was made by Commissioner Martz and seconded by Commissioner Traficante. The following vote was taken:

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

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

Ms. Avena presented the nine months ending June 30, 2024, Income & Expense Statement.

**Executive Director's Report:**

Ms. Jones provided an update on several items as follows:

**AUDIT FY ENDING 2023:**

The Audit was filed at the end of June 2024. There were no issues or findings. It is anticipated that the Audit Report should be submitted to the Board at the September 2024 Board Meeting.

**MAINTENANCE:**

The vacant unit at 20 Broad Street has been refurbished and the Tenants moved in as of July 1, 2024.

**PLAYGROUND PAVILLION EQUIPMENT:**

The installation of the playground equipment has been started but the company did not have all the needed parts and therefore we do not have a date when the installation will be completed.

**JCP&L:**

Ms. Jones reported the JCP&L Agreements are in the hands of the HUD Newark Attorney. Mark Asselta from Brown Connery reported that he has been in contact with the HUD Attorney who has reviewed the packet. If approved by the HUD Attorney, the Agreement will be forwarded to HUD Washington for their final approval.

**REVITALIZATION PROGRAM:**

A meeting was held with the Mayor, City Representatives, Counsel for Affordable Housing, the Authority's consultant, Rick Ginnetti and Executive Director. The meeting went well with the understanding that the City is in support of the Authority Plans for revitalization of all units as well as the addition of new units.

Since the Authority must now look for a developer, the original budget set forth for the project will be re-calculated and submitted to the Board. It was agreed that in the Fall the group will meet again to review the project. The City anticipates the obligation of affordable units will be known in the Fall.

The key point of the meeting is that the City has now made the Authority plans an integral part of their Affordable Housing Plan, thereby providing the Authority with the opportunity to apply for various sources of funding.

**Resolution #2024-15**  
**Resolution Approving July 2024 Expenses**

Chairperson Lafferty called for a motion to approve Resolution 2024-15. 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 Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2024-16**  
**Resolution Approving 2024-2025 Annual Budget**

Chairperson Lafferty called for a motion to approve Resolution 2024-16. A motion was made by Commissioner Martz, seconded by Commissioner Traficante.

Ms. Jones provided a general synopsis of the budget as follows:

- **Income**-expectation is for a slight increase in income because of the slight decrease in subsidy. This is a difficult item to estimate but it is anticipated that since in prior years the Authority received more than was budgeted this year it will more than likely be a lesser amount. However, it should be noted that when the Authority converts to the Rental Demonstration Program (RAD) since it is a voucher contract it should result in solid increases every year.
- **Expenses** –
  1. Administration there are slight increases/decreases based on prior experience. Specifically, the Tenant Services item has increased to cover potential expenses of the Social Services Program.
  2. Utilities – anticipating an increase in electric charges; however, the water/sewer line item has decreased.
  3. Maintenance – decrease because one position has been eliminated. Accordingly, the maintenance benefit line has been reduced.  
There is a slight increase in maintenance materials and contract costs as this includes the costs associated with the Shared Services Agreements whereby the Vineland Employees/Ocean City Employees are providing landscaping/snow removal and maintenance services.
  4. Insurance there will be another increase in this cost as this is occurring across the Country particularly in areas that are prone to flooding.
  5. Retiree Health Benefits are reduced because one Retiree obtained coverage through Medicare.
  6. Payment in lieu of taxes (PILOT) is down because utilities are increased which is in line with the formula used to calculate this expense.

- **Capital Expenses**

There are a few items projected to replace some maintenance equipment as well as a new phone system and AV Equipment for the Board Room that will be used for board meetings and training.

The following vote was taken:

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

**Resolution #2024-17**

**Resolution Approving HUD Annual Plan**

Chairperson Lafferty called for a motion to approve Resolution 2024-17. A motion was made by Commissioner Traficante seconded by Commissioner Martz.

Ms. Jones provided a brief explanation of the Annual Plan as follows:

Every year the Authority must complete an Annual Plan that specifies their goals/objectives and any progress that has been made during the year as it relates to the 5-Year Plan. Next year the Authority will have to complete another 5-Year Plan. This year's Annual Plan contains the same as last year in that we intend to have a RAD conversion and a major redevelopment of the property.

The following vote was taken:

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

**Resolution #2024-18**

**Resolution Approving Admissions & Continued Occupancy Policy**

Chairperson Lafferty called for a motion to approve Resolution 2024-18. A motion was made by Commissioner Traficante seconded by Commissioner Nuschke.

Ms. Jones provided an update on the revisions as follows:

Among other things this Policy determines how rent is calculated and how the program is administered. There are major updates this year because HUD has changed some of the rules. Congress passed legislation in 2016 and turned it over to HUD for the roll out. The changes were to be effective as of January 1, 2024, this was delayed, so the effective dates were moved to January 1, 2025, again this has been delayed. The delay is due to the difficulty in upgrading the various software programs used to implement the changes. However, the

changes must be approved as part of the Annual Plan. The Authority will need 3-4 months' advance notice of the effective date to implement the changes.

Meetings were held with the Resident Council Members during which all the changes were reviewed with the understanding the effective date more than likely would be delayed.

Below is a summary of some of the changes:

- Restrictions on assets, anything over \$100,000.00 would disqualify an applicant for public housing.
- Property ownership if it is habitable then the applicant is not eligible for public housing.
- Deductions change to certain allowable expenses that can be claimed during re-certification.
- Over income limits, before the changes there were no over income limitations, so, a formula was developed, it is calculated based on 2.4 times (not a percentage) the income limits for that County. For Cape May County the limits are:
  1. 1-person at least \$92,000.00 per year.
  2. 2-persons at least \$106,000.00 per year.
  3. 3-persons at least \$119,000.00 per year.
  4. 4-persons at least \$133,000.00 per year.

The following vote was taken:

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

Chairperson Lafferty called for any comments from the Board. It was noted that the August 2024 Board Meeting has been cancelled.

With no further business to discuss, Chairperson Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Martz; seconded by Commissioner Traficante. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 4:45 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary