

**Housing Authority of the City of Cape May  
Regular Board of Commissioner Meeting Minutes  
May 19, 2025 - 4:00 p.m.**

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held on May 19, 2025, 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 to rise for the Pledge of Allegiance.

Chairman Lafferty read the Sunshine Law.

Upon the call those presents were:

Chairman Dr. Keith Lafferty	(in person)
Vice-Chair Patricia Hodgetts	(via Teams)
Commissioner Victor Faison	(via Teams)
Commissioner Towns	(in person)
Commissioner Dr. Traficante	(in person)

Commissioners not present: Martz and Nuschke

There were no members from the public present at the meeting.

Also, present were Jacqueline S. Jones, Executive Director, Mark Asselta, Esquire – Solicitor (via Teams), Linda Cavallo, Fee Accountant, and Maryellen Francke, Site Manager.

**Minutes**

Chairman Lafferty requested a motion to approve the Regular Minutes from April 21, 2025, Board Meeting. A motion was made by Commissioner Traficante and seconded by Commissioner Towns. The following vote was taken:

Chairman Lafferty	(Abstain)
Commissioner Faison	(Abstain)
Vice-Chair Hodgetts	(yes)
Commissioner Towns	(yes)
Commissioner Dr. Traficante	(yes)

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

Ms. Avena presented the seven-months ending April 30, 2025, Income & Expense Statement.

### **Executive Director's Report**

Ms. Jones reported the following:

- Vacancies – 4 – 2 on Lafayette (one is scheduled for court) the other is being leased up this week.  
2 on Broad-current on 30-day hold for items to be removed from the unit.

### **2025-2026 BUDGET:**

The Authority is in the process of preparing the new FY 2025-2026 budget.

### **FUNDING:**

The Authority has been advised the 2026 Capital Funding will be the same amount as last year.

With respect to the HUD Operating Subsidy, there is still no word on the amount, however for budgeting purposes, the Authority will project the same amount as it received last year.

### **AUDIT:**

The Vineland Staff is working with the Auditor to provide all of the required documents.

### **REVITALIZATION PROGRAM:**

The April 10<sup>th</sup> meeting with the City was cancelled, no word on a new date.

The Authority is still planning on issuing an RFP for a developer. Plans are to discuss the responses with the Board at the September Board Meeting.

Chairman Lafferty then addressed the resolutions as follows:

### **Resolution #2025-12** **Resolution Approving May 2025 Expenses**

Chairman Lafferty called for a motion to approve Resolution 2025-12. A motion was made by Commissioner Traficante, seconded by Commissioner Towns.

The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2025-13**  
**Resolution Approving Indoor Environmental Concepts**

Chairman Lafferty called for a motion to approve Resolution 2025-13 a motion was made by Commissioner Towns seconded by Commissioner Traficante.

The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

**Resolution #2025-14**  
**Resolution Approving Locksmith Services**

Chairman Lafferty called for a motion to approve Resolution 2025-14. A motion was made by Commissioner Towns seconded by Commissioner Traficante.

Ms. Jones explained this resolution represents an expense to install new locks on all units. This is needed because the current locks are difficult to repair since they are the original hardware. Replacements are no longer available. Additionally, the new locks will be considered part of the proposed renovations to the units.

The following vote was taken:

Chairman Dr. Keith Lafferty	(Yes)
Vice-Chair Patricia Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Chairman Lafferty called for any comments from the Board.

Commissioner Towns asked to discuss the applicant process as she is receiving numerous requests from individuals to explain the process for completing an application. Also, there a number of individuals who want to return to Cape May, however it seems that because of the “preference for Cape May Residents” they are unable to secure a unit.

Ms. Jones noted that the Board has the right to change whether there are any preferences and/or the preference could be limited to Cape May residents. She indicated she would review the process to determine how it can be simplified as well as distributing information to necessary agencies that provide low-income housing information to their clients.

Ms. Jones confirmed the list is currently open,

Chairman Lafferty suggested the Board set up an “ad hoc” committee to review the preferences as well as the process. It was agreed that Chairman Lafferty, Commissioners Towns & Traficante would be assigned to that committee with plans to meet before the next board meeting.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive, flowing style.

Jacqueline S. Jones  
Executive Director