

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
June 16, 2025 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held on Monday, June 16, 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	(in person)
Commissioner Victor Faison	(via teams)
Commissioner Dr. Patricia Martz	(in person)
Commissioner Laurel Nuschke	(in person)
Commissioner Towns	(in person) (at 4:10pm)
Commissioner Dr. Traficante	(in person)

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

Also, present were Ron Miller, Director Affordable Housing, Mike Watson, Esquire – Solicitor (via Teams), Linda Cavallo, Fee Accountant, Elaine Farren, Site Manager and Maryellen Francke.

Minutes

Chairman Lafferty requested a motion to approve the Regular Minutes from May 19, 2025, Board Meeting. A motion was made by Commissioner Traficante and seconded by Commissioner Faison. The following vote was taken:

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

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

Ms. Avena presented the eight months ending May 31, 2025, Income & Expense Statement. Commissioner Traficante questioned whether the Authority was making any adjustments to the current expenses in light of the potential substantial increases for utilities. Mr. Miller indicated that it would be addressed during the budget review.

Executive Director's Report:

Mr. Miller advised Ms. Jones expresses her regrets that she was unable to attend the meeting.

Mr. Miller presented the report as follows:

- Vacancies – correction to the Administrative Report – only one vacancy on Broad Street; however, two units involve court matters.
- Broad Street Emergency to be explained during the Resolution Review.
- RFP for Developer, currently in process anticipate completion within the next two months.
- Tenant Activities, majority of these activities are being sponsored by community groups, including Cape May Cares.

WAITING LIST:

The Waiting Lists for Seniors/Disabled and Families will be closing as of July 31, 2025.

FY2025-2026 BUDGET:

The Authority will be presenting a Board Resolution to approve the FY 2025-2026 Budget.

REVITALIZATION:

The CMHA has had meetings with the City. Despite reaching out to the City on several occasions to schedule follow-up meetings there has been no response; therefore, the Authority plans to move forward with the project through their own channels.

COMMITTEE REPORTS:

Chairman Lafferty updated the Board as follows:

Waiting List in response to Commissioner Town's concerns an Ad Hoc Committee was established consisting of Dr. Lafferty, Commissioner Towns and Commissioner Traficante. The Committee engaged in conversations concerning simplifying the process and addressing the current Cape May County Preference. Some of the ideas are to expand the current preference for Cape May County residents to include individuals living and/or working in the City of Cape May.

In response to several suggestions from the Board, Mr. Miller suggested that any ideas or concerns be forwarded to Dr. Lafferty. Once those communications have been reviewed it will be addressed by the Board with the understanding any changes must comply with any Fair Housing and State rules and regulations.

Chairman Lafferty then addressed the resolutions as follows:

Resolution #2025-15
Resolution Approving June 2025 Expenses

Chairman Lafferty called for a motion to approve Resolution 2025-15. A motion was made by Vice-Chair Hodgetts, seconded by Commissioner Traficante.

The following vote was taken:

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

Resolution #2025-16
Resolution Approving 2025 Capital Budget

Chairman Lafferty called for a motion to approve Resolution 2025-16 a motion was made by Commissioner Traficante seconded by Vice-Chair Hodgetts.

Mr. Miller noted there is no change in the amount of \$216,000.00 from last year. However, it is anticipated that there will be a change in the amount for the 2026 Capital Budget.

The following vote was taken:

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

Resolution #2025-17
Resolution Approving CMHA 5-Year Agency Plan

Chairman Lafferty called for a motion to approve Resolution 2025-17. A motion was made by Commissioner Towns seconded by Commissioner Traficante.

Mr. Miller advised since the Authority is still under the HUD Annual Contribution Contract it is required to submit a 5-year Agency Plan that must be submitted and approved by the Board. This plan will cover the period October 2025 through September 2029.

He further explained the planned activities that the Authority plans to implement over the five-year period. He then directed the Board's attention to the Cape May Housing – 5 Year Plan – Goals and Objectives noting the following:

- The CMHA will be converting all 85 units to RAD (Rental Assistance Demonstration Program). The Plan plans to utilize the RAD/Section 18 Blend all under one AMP 1.
- Nothing under this Plan affects the Tenants housing, which is no one will lose their housing; if relocation is required the Tenant will maintain their right to return to their housing.
- This conversion will include low-income tax credits.
- The units are covered under PBV (Project Based Vouchers). If this plan is eliminated there are other funding sources that can be utilized to fund this Plan.
- Before and during the conversion the Authority, along with the appropriate Consultant, will hold meetings with the Tenants to review the process as well as their protection with respect to the right to maintain their housing.

Mr. Miller further noted that the 5-year Plan does not include the addition of more units as proposed in the Revitalization Plan. However, on an annual basis the Authority is required to submit an "Annual Plan" that can include an amendment to include the addition of units.

The following vote was taken:

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

Resolution #2025-18
Resolution Approving CMHA FY 2025-2026 BUDGET

Chairman Lafferty called for a motion to approve Resolution 2025-18. A motion was made by Commissioner Towns seconded by Vice-Chair Hodgetts.

Mr. Miller provided a synopsis of the budget as follows:

- This budget looks different from prior submissions as we tried to develop a more detailed report. The expenses are more clearly defined by category so there is a clearer picture of where the money is being spent.
- **Income**
 1. As previously noted, the Capital Budget has been approved by HUD.
 2. The HUD Operating Subsidy is an estimated 3% reduction because of potential cuts to the federal budget.
 3. The rental income line represents an 8% increase because of the trend that more people are working resulting in higher rents.
 4. Tenant utilities are higher because of the fact that tenant excess utilities charges were not budgeted last year.
- **Administrative Expenses:**
 1. Salaries – since Maryellen has decided to work part-time, we are introducing the new Site Manager, Elaine Farren, whose training includes time in Vineland to ensure that the CMHA is operating under the same processes.
 2. With Maryellen going part-time it is generating numbers under income and expenses because we do not need two staff members in the office; however, she will be available to fill-in when the site manager is not available as well as filling in PT for the Ocean Housing Authority. The Ocean City Housing Authority will reimburse the CMHA for these services which is reflected in the income line.
 3. Bottom line Administrative expenses are up 27%, this includes Tenant Services (Social Worker Intern training) and the normal HUD \$25.00 per unit payment to the Resident Councils.
- **Legal Expenses:**

For legal expenses a shared services agreement is used to manage tenant matters, which is costly. Fortunately, the CMHA does not generally have many tenant-landlord issues but recently there have been several cases so that line was increased on the budget.
- **Consultant Fees:**

This line includes potential expenses for asbestos testing that is required this year.
- **Maintenance and Operations:**
 1. Health coverage was decreased due to a change in coverage.
 2. Maintenance and Material costs are included in one line item.
 3. Overall maintenance expenses are down 11%.
 4. Maintenance salary increased as it includes regular and projected overtime hours.

- **UTILITIES:**
 1. Separated water/sewer, slight increase over prior year expense.
 2. Electricity expenses are running under budget maintained that number plus a 4% increase.
- **General Expenses:**

Property insurance expenses are up particularly because of Cyber Insurance. Cape May is fortunate to be a part of a Shared Service Agreement with Vineland Housing Authority as it helps to lower this expense.

In conclusion it is a very stable budget, not a lot of change from last year, but a lot more detail.

The following vote was taken:

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

Resolution #2025-19
**Resolution Approving Emergency Repair & Replacement Underground
 Infrastructure at Broad Street**

Chairman Lafferty called for a motion to approve Resolution 2025-19. A motion was made by Commissioner Nuschke seconded by Vice-Chair Hodgetts.

Mr. Miller explained that any time there is an emergency affecting the public health or welfare of the Tenants we are required to pass an Emergency Resolution to make those repairs. There was an underground water main break since it was not the City's responsibility CMHA was required to make that repair. The repair has already been completed; the water service was restored to Broad Street Residents in a timely manner.

The following vote was taken:

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

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; second by Commissioner Nuschke. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 4:30p.m.

Respectfully submitted,



Jacqueline S. Jones
Executive Director

Ron Miller
Director Affordable Housing