

Housing Authority of the City of Cape May

REGULAR MEETING

November 19, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the November 19, 2012 Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Cape May. The meeting was held in the Conference Room of the Housing Authority located at 639 Lafayette Street, Cape May, NJ 08204. **Roll Call** was taken and the following Commissioners were present:

Chairperson Thomas G. Hynes
Vice-Chairperson Patricia M. Swain
Commissioner John Lord, III
Commissioner Jean Capilli
Commissioner Tony Williams

Commissioner White was absent from the meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, Esquire, Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena from Avena CPAs, Maryellen Francke.

Guest speakers from CTI were among the public present.

Chairperson Hynes read the “**Statement of Compliance – Sunshine Law**” and led the Pledge of Allegiance.

Chairperson Hynes called for approval of the October 15, 2012 regular meeting minutes.

Commissioner Hynes made the motion, seconded by Commissioner Williams, to accept the October 15, 2012 Regular Meeting Minutes.

The following vote was taken to approve the October 15, 2012 regular meeting minutes.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 1-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of October 31, 2012 showed a profit of \$14,421.00.

CTI ENERGY SERVICES, LLC:

Chairperson Hynes welcomed the representatives from CTI Energy Services and asked them to make their presentation concerning the Energy Performance Contracting.

The purpose of the presentation was to briefly describe the EPC program. The HUD program is an incentive program for Housing Authorities to reduce energy costs through the use of energy saving programs. The program provides that the Authority will be permitted to keep up to 25% of the savings generated through the project. Additionally, the energy savings allocated to the Authority cannot be reclaimed by HUD.

CTI's preliminary analysis indicates that an EPC project would be viable and could potentially produce a worthwhile cash flow for the Authority. Based on the preliminary CTI analysis some of the potential energy projects would include:

- Water savings through the use of water conservation equipment
- Electric Savings:
 1. Installing interior lighting retrofits and controls
 2. Replace electric heat with condensing gas units or geothermal
 3. Upgrade outdoor lighting to LED
 4. Install updated controls such as, locking thermostats and zone valves
 5. Explore potential of Solar Photovoltaic

CTI will work with the Board to select the programs that would best benefit the Authority by achieving the highest level of savings. CTI will also work with the Authority to obtain the financing for the HUD and Board-approved projects.

CTI has already conferred with the Cape May City Officials who are anxious for the Authority to implement some type of project to reduce the current water usage. These officials have indicated that they are more than willing to renegotiate the current agreement with the Authority concerning the billing for water/sewer usage.

CTI will prepare all of the necessary paperwork for submission to HUD to obtain their approval for any proposed EPC projects.

After some discussion with the Board it was agreed that CTI will continue with their Investment Grade Audit and provide further updates to the Board.

COMMITTEE REPORTS:

There were no Committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Budget for FYE:

The Budget for FYE September 30, 2013, has been approved by the State of New Jersey and received by CMHA on October 22, 2012.

Alterations to the Sidewalks – All Three Courts:

The Architect is in the process of getting quotes from Contractors to complete some expansion joint repair work on Lafayette and Osborne Courts.

In accordance with Board approval, the Authority has made the final payment to GIL General Electrical Contractors in the amount of \$9,663.76. The Board was asked to approve this via phone-vote that was conducted on October 24, 2012.

Electric Savings: The electric savings for the last month was \$2,169.08 (27.69%).

Investments: The C.D. Investment schedule is as follows:

Sun Bank	\$148,174.42	0.50%	12/20/2012 Maturity Date
Sturdy Bank	\$300,463.62	0.50%	03/20/2014 Maturity Date
Sturdy Bank	\$125,490.48	.45%	Money Market
Total	<u>\$574,128.52</u>		

Energy Audit & Survey:

CTI Energy Services started gathering data to begin the energy audit.

Provider Proposals:

Snow Removal Services:

The E.D. contacted both responders concerning these services. The one respondent, Mitch Nichols cancelled one meeting and failed to appear for the second meeting. Consequently, the Authority signed a contract with Douglass Landscaping for these services.

HUD Notice:

A recent HUD notice extended the permission for PHA's to use their operating reserves for capital improvements, effective through March 31, 2013.

Hurricane Sandy:

On October 26, 2012, the Authority began preparations for Hurricane Sandy. In accordance with the Governor's Mandatory Evacuation Order all tenants were contacted about their potential evacuation. On October 28, 2012 seven tenants were evacuated to the Woodbine Developmental Center in Woodbine NJ. The Academy Bus Company was engaged to transport the tenants. The Authority will be submitting the necessary documentation to FEMA for reimbursement for this expense. As of this date the Authority has not received a bill from the bus company.

The Authority has also been contacted by HUD Newark to inquire about vacant units to help place people who have been displaced as a result of damages to their homes. At the present time the Authority is unable to accommodate any hurricane victims because all of the units are leased.

MISCELLANEOUS:

1. Training – No one from the Authority attended the Nashville Conference. Additionally, the NJ-NAHRO Conference scheduled for November 14-16, 2012 in Atlantic City was cancelled because of the damage in Atlantic City from Hurricane Sandy.
2. REAC – HUD has posted notices concerning the Authority's "traditional areas of concern" regarding the physical inspection. The Authority still has not received notification scheduling the REAC inspection.
3. Holiday Good Tidings – The Authority has been contacted by several agencies that will be contributing various gifts to our residents. Additionally, the Resident Council under the direction of Jean Capilli will be giving out gift cards.

Board Commissioner Vacancy:

The meeting with Senator VanDrew and Dr. Keith Lafferty for October 26, 2012 was cancelled due to Hurricane Sandy. Senator VanDrew has confirmed that the meeting will be rescheduled.

New Business: Commissioner John Lord, III submitted his resignation to the Board of Commissioners because of his plans to relocate to Pennsylvania. The Board thanking Commissioner Lord for his years of service on the Board be prepared. Commissioner Williams proposed that a memorial resolution thanking Commissioner Lord for his service. Chairperson Hynes seconded the motion and the motion was unanimously approved by the Board.

Commissioner Lord confirmed that he will formalize his resignation in writing to the Board of Commissioners of the Cape May Housing Authority. He will also make recommendations for someone to fill his vacancy on the Board.

Resolutions:

#2012-61– A Resolution Approving Monthly Expenses:

Chairperson Hynes called for a motion to pay the monthly expenses. Vice-Chairperson Swain made a motion to approve the resolution, seconded by Commissioner Williams. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-62– A Resolution Enter Executive Session:

It was not necessary to enter Executive Session

#2012-63 – A Resolution Approving Snow Removal for 2012/2013 Season

Chairperson Hynes called for a motion. Commissioner Williams made a motion seconded by Vice-Chairperson Swain to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-64 – A Resolution Approving Final Payment to GIL

Chairperson Hynes called for a motion. Commissioner Williams made a motion seconded by Vice-Chairperson Swain to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-65 – A Resolution Approving Electronic PIC Submissions & PHAS Data

Chairperson Hynes called for a motion. Vice-Chairperson Swain made a motion seconded by Commissioner Lord to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012- 66– A Resolution Approving the Election of Chairperson Hynes & Vice-Chairperson Swain

Chairperson Hynes called for a motion. Commissioner Williams made a motion seconded by Vice-Chairperson Swain to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-67 – A Resolution Approving Final Payment to Ocean Construction

Chairperson Hynes called for a motion. Vice-Chairperson Swain made a motion seconded by Commissioner Williams to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

There being no further business before the Board or public present for comments, at 5:25 PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Vice-Chairperson and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR