

**-Housing Authority of the City of Cape May**

**REGULAR MEETING**

February 27, 2012

At 4:00 PM, Chairperson Thomas Hynes **Called to Order** the February 27, 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 Jean Capilli  
Commissioner Thomas White  
Commissioner John Lord, III  
Commissioner Tony Williams

The following individuals were also present: Carol Hackenberg, Executive Director, Christopher Gibson, Esquire, Solicitor from the firm of Barry, Corrado, Grassi and Gibson, Linda Avena from Avena, Inc. & Company and Maryellen Francke.

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

Chairperson Hynes called for approval of the January 23, 2012 regular meeting minutes. Commissioner Lord made a motion, seconded by Vice Chairperson Swain to accept the 1/23/12 minutes as submitted.

The following vote was taken to approve the January 23, 2012 minutes.

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

A copy of the approved Minutes will be forwarded to Mr. Bruce Macleod, City Administrator.

**AUDITOR’S REPORT:**

The Accountant’s Report – The Board reviewed the 4-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of January 31, 2012 showed a profit of \$9,569.00.

Ms. Avena also addressed the Authority’s allocation adjustment exclusion request submitted on October 31, 2011. By letter dated February 22, 2012 the Authority was notified that their request in the amount of \$192,750.00 had been approved. Ms. Avena explained that this approval

means that HUD would not be reducing the Authority's 2012 Operating Subsidy by \$84,502.00 which was the amount spent from reserves for the new roofs.

The E.D. questioned whether HUD had lifted the restriction on the spending of subsidy money. Ms. Avena confirmed that that restriction had been lifted and the Authority was free to begin spending money on renovation programs. The E.D. indicated that before the Authority spent any money the residents would be given the opportunity to give their input on what projects they would like to have done.

Ms. Avena also reported that the Board of Commissioners would be presented with a Resolution to approve the 2011-2012 Revised Budget to be sent to the State.

The E.D. noted that the cost associated the allocation exclusion request will be charged to the Reserve Account not the Fee Accounting line item.

**COMMITTEE REPORTS:**

Chairperson Hynes called for Committee Reports. Commissioner White reported that he walked around the Broad Street Court and found no problems.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

**The Cape Weatherization Program:** The Cape Human Resources people were on site on January 25<sup>th</sup> and February 3<sup>rd</sup> to complete the insulation work in the crawl spaces and changing light bulbs, faucet aerators, door sweeps and foam insulation in the units. On February 2, 2012 George Blackman informed the E.D. that they could not complete all of the work that needs to be done in the crawl spaces because of mold growth in some these spaces.

The E.D. has consulted with Charles Collins who has recommended that this work be put out to bid rather than engaging the Rainbow Company to complete this mold remediation work. Charles Collins prepared and distributed the specifications with a minimal charge to the Authority.

**The Proposals for the Mold Remediation on Building No. 2, Units #19 and #20** were tabulated on February 17, 2012 with the following results.

NAME OF BIDDER	BASE BID
ServPro, Oceanview, NJ	\$4,454.81
PuroClean, Phila., Pa	\$5,833.44
Rainbow International, CMCH,N.J.	\$5,891.58

The E.D. recommended the Board approve the lowest bidder, ServPro. Chairperson Hynes made a motion to accept ServPro, with the understanding that the Board would be presented with a resolution to ratify this action at the next meeting. The motion was seconded by Commissioner White and unanimously passed by the Board.

The E.D. reported on the latest results of the mold test for Unit #8 Broad Street Court. The MDG Environmental Company reported their findings as follows: The total airborne fungal concentrations of the air sample collected on the first floor between the dining room and kitchen and in the second floor hallway of the home revealed slightly elevated airborne fungal concentrations as compared to the background sample that was collected outdoors. The dominant fungi observed in the samples were Cladosporium, Curvularia/Pithomyces, and Hyphae. However, the slightly elevated airborne fungal concentration detected in the first floor between the dining room and kitchen and in the second floor hallway were within an acceptable range and are therefore considered normal fungal ecology. Based on the results of the fungal spore trap air sampling, it can be stated with a reasonable degree of scientific certainty that there is not airborne fungal contamination on the first floor and the second floor of the home.

Attorney Gibson noted that the results of the testing should diminish the substantiation for complaints.

**Air Testing Proposals for Building #4 Crawl Spaces Units #21-#26** – the Proposals were tabulated on February 17, 2012 with the following results:

NAME OF BIDDER	BASE BID
Quality Air Specialists, Inc., Somerdale, NJ	\$1,500.00
American Environmental Specialists, Marlton, NJ	\$1,595.00
Criterion Laboratories, Bensalem, Pa.	\$1,635.00

The E.D. recommended the Board accept Quality Air Specialists who were the lowest bidder. Chairperson Hynes made a motion to accept Quality Air Specialists with a bid of \$1,500.00 with the understanding the Board would be presented a Resolution to approve at the next meeting. The motion was seconded by Commissioner Williams and unanimously passed by the Board.

The E.D. also met with the tree cutting company, Menears, who cleaned up the fenced area on Broad Street Court and trimmed weak branches on all three sites.

Because of the number of calls received from the Broad Street Court Residents about allowing pets on that court, the E.D. followed up with a memo advising that no pets are allowed on this Court.

The E.D. will begin the process of getting quotes to repair the Broad Street parking lot, including a solution to the “ponding” in the rear area.

**JIF:** The Authority has received a check from Scibal & Associates in the amount of \$13,617.18 representing payment for the claim of the Mold Remediation under Broad Street Court Units #8 & #9. The cost of the mold remediation was \$16,000.00.

**Training:** The Chairperson and the E.D. completed all of the required Pension training and this allowed new enrollments to be processed specifically for Maryellen Francke.

**Electric Savings:** The energy savings for the period 12/09/2011 to 1/11/2012 was \$1,617.06; and the savings for the remainder of January was \$1,696.25 or 11.57%.

The E.D. advised the Board that the Broker for the Authority has informed them that the contract with the energy provider, Hudson Electric expires in April 2012. Hudson Electric is offering a renewal option for a twelve month or twenty-four month agreement at a rate of 0.0836 which is better than the current rate. Based on a report prepared by the Broker, Hudson Electric is the lowest bidder. The prices are connected to the price of gas. The E.D. advised the Board that another option is to use the State of New Jersey blind auction process whereby the Authority would have no knowledge of the bidders. Chairperson Hynes reported that he had checked into this process and he recommended the Authority try the blind auction process to determine how it works and if there was a cheaper option.

**Grant Writer Proposal for the ROSS Service Coordinator:** The Authority did not receive any responses to the advertisement for a Technical Consultant. However, the E.D. did verbally contact three companies whose proposals are as follows:

NAME OF BIDDER	BASE BID
Roy Rogers Management Consultant	\$2,842.00
Ceretta Gibbons	\$5,500.00
Tandem Care, Inc.	\$3,900.00

The E.D. recommended that the Board approve the use of Roy Rogers Management Consultants since they were the lowest bidder and she did have success attaining the ROSS Grant in the past with their assistance. Chairperson Hynes asked if the services were for the writing of one grant or if they would be used for all grant writing. The E.D. explained the services would be used for the ROSS Grant. This grant would provide money for a full time Service Coordinator whose function would be to help the residents become more self-sufficient. If the Authority were approved for the grant they would receive an amount of money that would cover the salary and administrative costs for the Coordinator. The Board authorized the engagement of Roy Rogers Management Consultants to prepare the ROSS Grant.

**Capital Fund Program:** the State advised the Board that CMHA had been awarded \$87,169.00 in Capital Fund Money for the 2012 year. This is the second year that the Authority has received a reduction in the amount of Capital Funding. In 2010 the amount was \$112,000.00 and in 2011 it was \$93,000.00.

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

\$300,000.00	03/9/2012 @ 0.10%
\$147,000.00	03/13/2012 @ 0.10%

Current interest rate for two CDS remains at 0.10%. The Authority continues to maintain \$125,000.00 in the checking account which is providing an interest rate of 0.50%. Chairperson Hynes asked if this money should be co-mingled in the checking account. Ms. Avena responded that this is not an issue and the money can remain in the checking account since it is paying a higher interest rate unless the Board decides otherwise. The E.D. will continue to check other bank's C.D. rates of interest.

**Energy Audit & Survey:** On February 15, 2012, the E.D. met with Craig Meadows, from CTI to begin the preparation of an RFP for the audit. The attorney can review some of the RFP energy paperwork in advance. This is a HUD requirement, to be done every 5 years. The State has new regulations that need to be followed.

**Potential Board Member:** The E.D. was asked by a Dr. Keith Lafferty, Emergency MD at Shore Memorial Hospital, who lives in Cape May, about potentially becoming a Board Member of the Housing Authority. Attorney Gibson reported that he reviewed the matter and there is nothing in the By-Laws that require a Board member to be a resident of the City of Cape May. However, that past practice has been to appoint Board Members who live in the City of Cape May. Mr. Gibson also pointed out that whoever is appointed would have to be approved by City Council and there might be resistance if the Board nominated someone who was not a resident of the City of Cape May.

**WEBSITE:** The E.D. has been in touch with Duff Technology to begin the process of uploading information to the CMHA website. The E.D. also went on-line to check what other Authorities have done; most, except for the Trenton Housing Authority, are still in the process of building their sites. It is anticipated additional information for the CMHA Website will be posted in March.

**Remodel/Upgrades for CMHA Units:** The E.D. will begin the process of exploring ideas on renovation projects for the CMHA, including a roof extension over the office electric door.

**Economic Status of the CMHA:** the Authority sent notices to all residents with aged accounts. Most of the tenants did not have a large balance so the Authority will only realize about \$100.00 in additional revenues. The E.D. is preparing to apply for the State of New Jersey \$100,000.00 energy grant, which is what the energy audit is tied to. With the completion of the Annual Re-examinations of Tenant Income, the Authority should see a modest increase in revenues due to the 3.6% increase in Social Security Benefits and for back charges (retroactive rent payments) with regard to unreported income.

**Write Off of Tenant Debt:** the Board is being asked to approve the write off of two residents' aged account balances. In each case the balances are the result of late rent fees. Commissioner Capilli asked if this was a good idea because it could lead to other Tenants expecting to renege on paying late rent charges. Attorney Gibson indicated that the Residents would be receiving a letter indicating that late rent charges were not being waived and would remain a part of each Tenant's Lease. Attorney Gibson also explained that the late charges for these two tenants dated back as far as 2003 and 2008. The total write-off is \$517.00.

**Property Management:** The E.D. reported that she had received three proposals with a price ranging from \$35.00 per hour to \$55.00 per hour. Attorney Gibson told the Board that since this would be work performed on a per diem basis and as long as the total cost for one year does not exceed the \$17,500.00 threshold, the Authority would not have to put this work out for bid.

**Valentine’s Day:** The K-Kids from the grammar school visited with the CMHA residents from Lafayette and Osborne Courts on Wednesday, February 15, 2012. They decorated bird houses and gave the residents Valentines.

**Municipal Excess Liability Joint Insurance Fund:** In order to receive the lowest EPL deductible of \$10,000.00 per claim plus a 20% co-pay capped at \$20,000.00, the Authority must maintain an updated loss control program. Additionally, to qualify for the incentive, the CMHA Attorney must complete the one page form certifying that the minimum for updating the plan has been completed by the Authority. Attorney Gibson received a copy of the Updated Personnel Manual, the Employee Handbook and the Whistleblower Act Notification. Mr. Gibson indicated he would review this material and return the required form to the Authority. The E.D. also noted that she had presented the “No Tolerance” DVD to all employees on January 30, 2012 and February 3, 2012.

**Lease Addendum:** The E.D. reviewed the proposed language to be added to the Lease concerning bedbugs. She also advised the Board that as required under the Lease the Tenants would receive thirty days’ notice of the proposed change and they would have an opportunity to make comments on the language.

**Addition to By-Laws:** The E.D. reviewed the proposed language to be added to provide for an emergency Commissioners vote, via phone polling.

**Architect of Record Proposal:** the Authority received seven Bid Proposals as follows:

NAME OF BIDDER	BASE BID
Lathrop Associates, Red Bank NJ	\$65.00-\$195.00/hour
ABR Consultants, LLC, Camden NJ	\$51.00-\$196.00/hour
Fenwick Architects, Linwood NJ	\$40.00-\$150.00/hour
Rodner Esberserberger, Williamstown NJ	\$35.00-\$130.00/hour
Charles Collins, AIA, Medford, NJ	\$40.00-\$90.00/hour
Calvin P. Hamilton, Atlantic City NJ	\$35.00-\$55.00/hour
Lammey & Giorgio, Haddon Twp. NJ	\$45.00-\$125.00/hour

Chairperson Hynes asked why we were advertising for an Architect. The E.D. stated that if the Authority had an architect of record, each architect job wouldn’t have to be bid out individually.

The E.D. asked if any of the Board members would want to be involved in the evaluation of the responses since this work would not be awarded on the basis of the lowest bid, rather it would be awarded based on a scoring process involving experience, distance to the Authority, price, etc. Because none of the Board members have experience in this type of scoring Chairperson Hynes suggested that the E.D. do the review and scoring of the responses and report back to the Board.

**Landscaping Contract:** The E.D, with Board approval, would like to accept the one-year extension on this contract for the 2012 year.

**MTS Intelligent Surveillance:** M.T.S. will begin the process of expanding and upgrading the current surveillance equipment in accordance with the Board's approval at the September 2011 meeting.

**Resolutions:**

**#2012-04– Resolution Approving Regular Monthly Expenses:**

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

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

**#2012-05– A Resolution To Enter Executive Session:**

A Resolution to Enter Executive Session did not pass.

**#2012-06– Audit Review Certificate**

Commissioner Lord called for 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 Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)

**#2012-07– A Resolution Approving Accounts Receivable Decead as Uncollectible**

Commissioner Williams called for a motion, seconded by Commissioner White to approve the resolution. The following vote was taken:

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

**#2012-08– A Resolution Adopting Changes in the Authority’s Personnel Policy**

Commissioner Lord called for 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 Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)

**#2012-09– A Resolution Amending the By-Laws of the Housing Authority of Cape May**

Vice Chairperson Swain called for a motion, seconded by Commissioner White to approve the resolution. The following vote was taken:

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

**#2012-10– A Resolution Amending the Residential Lease Agreement**

Vice Chairperson Swain called for a motion, seconded by Commissioner White to approve the resolution. The following vote was taken:

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



**#2012-11– A Resolution to Amend the 2011 Budget FY 2011 - 2012**

Commissioner Lord called for a motion, seconded by Commissioner White to approve the resolution. The following vote was taken:

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

**#2012-12– A Resolution Approving Adoption of FY 2011-2012 Budget**

Commissioner White called for 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 Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)

Chairperson Hynes asked if there was any further business to conduct.

There being no further business before the Board or public present for comments, at 5:00 PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Commissioner White and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR