

Housing Authority of the City of Cape May

REGULAR MEETING

March 19, 2012

At 4:00 PM, Vice-Chairperson Patricia M. Swain **Called to Order** the March 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:

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

Chairperson Thomas G. Hynes was absent.

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

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

Vice Chairperson Swain called for approval of the February 27, 2012 regular meeting minutes. Commissioner Williams made a motion, seconded by Commissioner White to accept the 2/27/12 minutes as submitted.

The following vote was taken to approve the February 27, 2012 minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 5-month Financial Report as submitted by Dan Avena, CPA. The bottom line as of February 29, 2012 showed a profit of \$10,222.00.

Mr. Avena also advised the Board that it is anticipated that HUD will approve 100% subsidy this year instead of the 95% that was previously approved.

COMMITTEE REPORTS:

Vice-Chairperson Swain called for Committee Reports. There were no Committee Reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

The Broad Street Court Units – Mold & Standing Water and Other Issues

Mold Remediation Building No. 4, Units #19 and #20 – on March 5th & 6th the ServPro Company worked under units #19 and #20. They completed the work and left a sump pump in the crawl spaces to prevent future water infiltration until the test samples that were taken are reported on by the lab.

On Tuesday, March 13, 2012, Quality Air Specialists took samples under all of crawl spaces in Building #4. The Authority will be receiving a written report on the results of these samples.

Alterations to the Crawl Spaces of Building No. 4 – Charles Collins prepared the bids and specifications for this work. The work will include installation of a crawl space drainage system and related work. A pre-bid conference was held on March 14, 2012. The bid closes on Tuesday, March 27, 2012. Several contractors have expressed interest in bidding on this work. The initial review indicates a price range between \$6,500.00 and \$60,000.00. The E.D. will update the board on the results of the bidding and the quoted prices.

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. On March 7, 2012, a concrete company was on site to review the property to see what needs to be done on all sidewalks/walkways in the way of repairs. Subsequent to this review the company submitted a proposal to complete these repairs. This project is on hold until a third quote is available.

Training: The E.D. attended the MEL/JIF Insurance Conference on Friday, March 23, 2012 in Middletown.

ROSS Grant: The E.D. met with representatives from the Roy Rogers Consulting Company on Wednesday, March 7, 2012 to begin the process of applying for the ROSS Grant. As a result of that meeting the E.D. is gathering documents and support letters that are required for this Grant. The Consultant has begun the processing of writing the grant.

In order to qualify for this Grant the Authority is also required to adopt a Code of Conduct for the Board, employees and agents of the Cape May Housing Authority since we are engaged in the award and administration of programs supported by Federal Funds. The Board will be presented with a Resolution to approve the adoption of this Code of Conduct which has been reviewed by the Attorney.

Electric Savings: The contract with Hudson Electric expires April 30, 2012. EMEX advised the Authority that Hudson Electric was offering a 24 month renewal agreement at the rate of 0.08036. The Authority also had the option to participate in the State of New Jersey reverse auction which could result in an even lower rate. On February 29, 2012 Chairman Hynes and the

E.D. participated in the Energy Market Exchange electricity reverse auction. There were very aggressive bidders but Hudson Energy was the lowest bidder. The bid closed at a cost of \$0.0741/KWH for a 24 month agreement. After the bidding process the EMEX representative called the E.D. stating that Hudson Energy had lowered the cost to \$0.07394/KWH. The E.D. forwarded the documents to the Attorney who approved the terms of the contract.

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%

The E.D. has made the arrangements to draw approximately \$125,000.00 from the Sun Bank checking account and put it into a CD at Sturdy Bank at a higher interest rate. This will ensure that the money that was once a C.D. (from reserves) will not be spent. The E.D. will complete the necessary paperwork with Sturdy Bank this week including the establishment of a checking account in the amount of \$1,000.00 with this Bank.

Energy Audit & Survey: The E.D. has followed up with Craig Meadows, from CTI who has submitted the necessary paperwork to the State for approval to begin the process of preparing a bid proposal for this Audit & Survey. The E.D. sent a copy of the documents to the Attorney.

WEBSITE: The E.D. reported that the Scanner has been setup which was needed to begin the process of scanning documents to the CMHA Website. The E.D. plans to hire a Summer Intern to help with this project.

Remodel/Upgrades for CMHA Units: On March 2, 2012 the E.D. sent a notice to all residents soliciting their input on their choice of possible renovations. Their choices were: bathtub replacements, installation of doors on closets, new self-cleaning stoves and new shades. To date the leading selection is new self-cleaning stoves.

Property Management: On March 6, 2012, the E.D. engaged the services of Professional Property Services, Inc. to perform work in Lafayette Court Unit #3 and Osborne Court Unit #17. On March 7th the worker began the bathroom repair work in Lafayette Court Unit #3. In the process he cut into a pipe causing flooding in & under the unit. Barth Plumbing was called to repair this damage. The Professional Property Services Company has requested the plumbing bill be sent to them. On March 8th the same worker began tile repair in the Osborne #17 Unit. Bob Martin went into inspect the work and found that the tiles were put in upside down and backwards. Professional Property Services Company was advised that their services were no longer needed. Robert Martin will pull up the tiles and complete the tile replacement in this unit.

Lease Addendum: The Cape May Housing Authority Lease requires the Authority to provide thirty days written notice to Residents of any changes to the lease. The Residents then have an opportunity to present written comments about the change to the Authority. Accordingly, on March 1, 2012 the E.D. sent written notification to all residents of the new language concerning bedbugs. The Authority has not received any comments; an Addendum will now be added to all existing leases and in new ones going forward.

Architect of Record Proposal: the E.D. has finalized the review of these proposals and has selected Charles Collins as the Architect of Record for the CMHA for the period March 15, 2012 to March 15, 2013. The E.D. also noted that since the Score Sheet was not a part of the advertised Proposal the scoring sheets will not be completed. Attorney Pasley indicated that since Mr. Collins would have been chosen whether or not the Score Sheets were used then there was no problem with adopting the selection without the completed score sheets.

City of Cape May Fire Department: By letter dated March 8, 2012, the City of Cape May Fire Department Chief, Jerome E. Inderwies, Jr. notified the Authority that City of Cape May Ordinance No. 103-2007 Section A-3, requires the Broad Street, Lafayette Street and Osborne Street Court buildings to install a Key LOCR Box "Knox Box". The purpose of these boxes is for emergency/fire personnel to have access to the LOCR boxes in the event of an emergency. On March 8, 2012, Robert Martin met with the Fire Chief to establish the location for these boxes. The E.D. will make the necessary arrangements to have these boxes installed in the agreed upon locations.

The E.D. reported that the Herald NEWSPAPERS sent a request that the Authority designate the Cape May County Herald Times as their official newspaper for publishing public notices and legal advertisements. The Board agreed that the Authority would include the Herald Times as another option for advertising needs.

The E.D. presented a Herald Newspaper article of March 7, 2012 concerning the use of vouchers in Wildwood for year-round transient housing and the city services used by these motels. The article goes on to state that Wildwood has the highest poverty level in the State and the lowest per capita income and the highest unemployment rates in the State, partially due to the seasonal popularity of Wildwood.

The E.D. passed out Financial Disclosure Statements that the Board of Commissioners and the Attorney are required to complete for the Municipal Excess Liability Joint Insurance Fund and the State. She indicated that each entity must receive two originally signed copies of the form.

The E.D. gave each of the Commissioners a copy of the CMHA Cash Management and Investment Policies and Procedures that was adopted by the Board on October 18, 1999. The Policy needs to be reviewed and updated on an annual basis.

The E.D. introduced Susan Pasley as attorney who will be replacing Chris Gibson as the Solicitor for the Cape May Housing Authority. It was noted that Solicitor Gibson has been sworn in as a Judge for the Superior Court of the State of New Jersey. Ms. Pasley noted that the new name of the Firm is Barry, Corrado & Grassi.

Resolutions:

#2012-13– Resolution Approving Regular Monthly Expenses:

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

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

#2012-14– A Resolution To Enter Executive Session:

Solicitor Pasley indicated there was no need to discuss the tenant issue for Broad Street Court at this time. A Resolution to Enter Executive Session did not pass.

#2012-15– A Resolution Approving Mold Remediation Broad Street Court Building #4

The E.D. noted that the Board had approved the use of ServPro Fire & Water Cleanup and Restoration at the February 27, 2012 Board Meeting.

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

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

#2012-16– A Resolution Approving Mold Investigation Crawl Spaces Broad Street Bldg. #4

The E.D. noted that the Board had approved the use of Quality Air Specialists Indoor Environmental Division, American Environmental Specialists, L.L.C. at the February 27, 2012 Board Meeting.

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

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

#2012-17– A Resolution Adopting FY 2012 Capital Fund Allocation Program

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

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

#2012-18– A Resolution Approving Grant Writing Services for the 2012 ROSS Grant

The E.D. noted that the Board had approved the use Roy Rogers Management Consultants for Grant Writing Services for the 2012 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program at the February 27, 2012 Board Meeting.

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

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

#2012-19– A Resolution Approving Hudson Energy Services

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

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

#2012-20– A Resolution Adopting Code of Conduct

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

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

#2012-21– A Resolution Approving Architect of Record

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

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

#2012-22– A Resolution Approving Alterations to the Crawl Spaces Broad Street Bldg #4

The E.D. noted that this Resolution gave the Executive Director the Authority to move on a selection of a Contractor to begin this work.

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

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

#2012-23– A Resolution Authorizing New Savings Account with Sturdy Savings Bank

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

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

Vice-Chairperson Swain asked if there was any further business to conduct.

There being no further business before the Board or public present for comments, at 4:35 PM Vice-Chairperson Swain called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Commissioner White and the following vote was taken:

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