

Housing Authority of the City of Cape May

REGULAR MEETING

April 16, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the April 16, 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, Suzanne Pasley, Esquire, Solicitor from the firm of Barry, Corrado, and Grassi, Linda Avena, Heidi Burke from Avena CPAs, Charles Collins, Architect and Maryellen Francke.

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

Chairperson Hynes asked that the Public Notices and “Sunshine Law Statement” be revised to include the Cape May County Herald Newspaper.

Chairperson Hynes called for approval of the March 19, 2012 regular meeting minutes.

Commissioner Hynes called for a motion, seconded by Commissioner Lord, to accept the March 19, 2012 Regular Meeting Minutes with the revisions suggested by Attorney Pasley.

The following vote was taken to approve the March 19, 2012 revised minutes.

Chairperson Thomas G. Hynes	(Abstain)
Vice-Chairperson Patricia 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 6-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of March 31, 2012 showed a profit of \$20,036.00.

Ms. Burke reminded the Authority that the Budget includes the \$25.00 per unit assessment for the Resident Council. The E.D. reported that elections for the Resident Councils are being held in May 2012 and as soon as the Officers have been elected the Authority will release the money to the Council(s).

COMMITTEE REPORTS:

Chairperson Hynes called for Committee Reports. There were no Committee Reports but Commissioner White and Commissioner Lord will do a walk-around on Wednesday, April 24, 2012.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

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

The Proposals for the Alterations to the crawl Space of Building No. 4 of Broad Street Court Units were opened on Tuesday March 27, 2012. The work will include installation of crawl space drainage systems and related work.

Mr. Collins updated the Board on the ponding issue on Broad Street Court and discussions were held on various strategies to address the issue. He further reported on air testing for mold in various crawl spaces. He also updated the Board on informal proposals for the repair of the Broad Street Court parking lot and other sidewalk repairs. He recommended that accurate specifications be prepared for this work.

Vice-Chairperson Swain called for a motion giving Mr. Collins the authority to prepare the specifications for the Sidewalk Issues and to accept GIL General & Electrical Contractor's Inc. to perform the alteration work to the crawl spaces on Broad Street, the motion was seconded by Commissioner White and the motion was approved by the Board.

Training: The E.D. will be attending a NJAHRA Professional Development Seminar on April 27, 2012.

ROSS Grant: The Consultant Company has submitted all of the necessary paperwork to HUD for the ROSS Grant. The Authority is awaiting a response from HUD concerning the lottery drawing for this Grant.

Electric Savings: The electric savings for the last month was \$1,234.83 (12.18%).

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

Sun Bank	\$148,174.42	0.50%	(9 Months)	anticipated interest -	\$1,481.76
Sun Bank	\$125,411.67	0.25%	(3 Months)	anticipated interest -	\$ 156.76
Sturdy Bank	\$300,463.62	0.50%	(24 Months)	anticipated interest -	\$3,004.63

On March 22, 2012, the E.D. made the final arrangements to secure a CD from Sturdy Bank and at the same time Sun Bank increased the interest rate on the CDs in their 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. will submit the information to HUD for approval.

WEBSITE: The E.D. has begun the process of searching for a summer intern who can assist with this and other tasks, as needed.

Remodel/Upgrades for CMHA Units: Any remodels or upgrades for the CMHA Units have been put on hold until the alteration work to Broad Street crawl spaces has been completed.

Property Management: On April 3, 2012 the WKR Property Management Company was on site to estimate the cost of refurbishing a 3-bedroom unit on Broad Street Court. Their estimated proposal was for 2-men for 8-days although it not anticipated that the work should take this long.

Lease Addendum: The Authority has distributed the Lease Addendum concerning bedbugs to all residents for their signatures. The Authority did have to deal with an outbreak of bedbugs in one of the units. It was handled by APM Pest Control Services with no spreading to other units.

City of Cape May Fire Department: the Authority has begun the process of installing the LOCR "Knox Boxes" on Lafayette, Osborne and Broad Street Courts.

Retiree Benefits – Part B Medicare Reimbursement: the E.D. reviewed the March 23, 2012 letter from the State of New Jersey concerning Reimbursement of Medicare Premiums to Retirees. The letter states that Employers who adopt the provisions of Chapters 88 and 48 of the State of New Jersey Health Benefits Program (SHBP) are required to reimburse eligible retirees for the full premium cost of Medicare Part B medical coverage which is deducted from the Social Security benefit, every month in the amount of \$99.90. The Authority at this time has one employee who is eligible for this reimbursement. The Authority will make the reimbursement on a semi-annual basis.

MISCELLANEOUS ITEMS:

Census Bureau: the E.D. will be furnishing the required payroll information to the State of New Jersey Census Bureau.

Cape May Zoning Board: the Authority received notice of a hearing to be held on April 26th on the Application to restore a historic two-family structure at 719-721 Franklin Street.

Cape May Kiwanis Club sent a letter dated March 23, 2012. They would like to have the K-Kids of the Cape May City Elementary School do a Garden Project for the Spring Season. They would like to come to the Housing Authority and prepare a Raised Bed Vegetable Garden for the residents. The E.D. will be contacting the Club to make the arrangements for this activity.

The E.D. received plans to have a gable roof installed over the front door, the estimate being \$8,600.00.

The E.D. informed the Board about the State's intent to take unused affordable housing money from towns in July 2012. The issue is a \$175 million affordable trust fund which municipalities had until July 2012 to use. Since the \$175 million has not been spent the State will take the money back from the various Municipalities. The City of Cape May stands to lose about \$50,000.00.

The State has approved the 2012 FY Amended Budget for the Authority.

The Resident Council is beginning a new activity for residents called "Whatever" where residents will get involved in various activities on Thursday mornings, which Jean Capilli will be organizing.

The Chatterbox Newsletter was distributed to all Residents this week. Commissioner Lord asked if the Authority received any comments. Ms. Hackenberg responded that the Residents generally are pleased with the Newsletter.

Resolutions:

#2012-24– 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:

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)

#2012-25– A Resolution To Enter Executive Session:

Commissioner Hynes called for a motion to enter Executive Session, 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)

#2012-27– A Resolution to Adopt Medicare Reimbursement Medicare Part B Premiums

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)

Chairperson Hynes asked if there was any further business to conduct. There was no further business to conduct.

There being no further business to conduct, Chairman Hynes entertained a motion to suspend the Regular Meeting in order to enter into the Executive Session. A motion was made by Commissioner Williams; seconded by Commissioner White. The approval was unanimous; the Regular meeting was suspended at 4:35p.m.

At the close of the Executive Session, the Regular Meeting was again opened.

There being no further business before the Board or public present for comments, at 5:08 PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Vice Chairperson Swain 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