

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

### **REGULAR MEETING**

May 21, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the May 21, 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 Thomas White  
Commissioner John Lord, III  
Commissioner Tony Williams

Commissioner Jean Capilli was absent.

The following individuals were also present: Carol Hackenberg, Executive Director, Suzanne Pasley, Esquire, Solicitor from the firm of Barry, Corrado, and Grassi, Linda Avena, from Avena CPAs, 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 April 16, 2012 regular meeting minutes.

Attorney Pasley noted that revisions were needed to the regular meeting and executive session minutes.

Commissioner Hynes called for a motion, seconded by Commissioner Williams, to accept the April 21, 2012 Regular Meeting and Executive Session Minutes with the revisions suggested by Attorney Pasley.

The following vote was taken to approve the April 21, 2012 revised minutes.

Chairperson Thomas G. Hynes	(Abstain)
Vice-Chairperson Patricia Swain	(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 7-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of April 30, 2012 showed a profit of \$18,877.00. It was noted that during the next several months expenses will increase as a result of additional maintenance work (unit refurbishes) and the potential for an increase in the City tax (PILOT) because of the decrease in the cost of utilities.

Ms. Avena submitted the 2013 Operating Budget for the Fiscal Year Ending September 30, 2013 which reflects a reduction in operating expenses of \$23,450.00 and a decrease of \$17,910.00 in operating receipts.

Chairperson Hynes called for a motion to approve the 2013 Operating Budget as presented by the Accountant, Commissioner White seconded the motion and the motion was unanimously approved by the Board.

Ms. Avena reported that according to information coming from a HUD publication HUD will not be attempting to recapture any more reserve money next year. This means that the subsidy amount for next year will be at the same level as this year (90%).

**COMMITTEE REPORTS:**

Chairperson Hynes called for Committee Reports. Commissioner White reported that he had walked around the grounds and made some suggestions to the Executive Director, including the playground area.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

**The Broad Street Court Units and other Repairs:**

The Authority has awarded the Alteration to the Crawl Space of Building No. 4 of the Broad Street Court to GIL General & Electrical Contractors, Inc. The work began on April 30, 2012 with an anticipated end date of June 29, 2012.

The sidewalk repairs have all been marked by the Architect along with type of repairs that will be required.

Work on the canopy and the gabled roof is being scheduled to begin within the next month.

**Training:** The E.D. attended a NJAHRA Professional Development Seminar on April 27, 2012.

**Electric Savings:** The electric savings for the last month was \$1,168.52 (16.92%).

**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

**Energy Audit & Survey:** The E.D. is awaiting approval from HUD.

**WEBSITE:** The necessary work was completed on the website and the Authority has begun to post the required information on their website.

**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. However the Authority has begun to replace stoves on an "as needed" basis.

**Property Management:** On April 26, 2012 the RNM Construction LLC began the refurbish work in one of the vacant units on Broad Street Court. The Company submitted an estimated proposal for this work in the amount of \$5,200.00. The Authority has also engaged the services of Paul Bergin to begin refurbish work on another Broad Street unit.

**Resident Council:**

Nominations for the Resident Council Officers for Broad Street Court and the Senior Resident Council for Lafayette and Osborne Courts were held on May 1, 2012. There were no nominations for the Broad Street Court Council. Elections for the Senior Council will be held on June 13, 2012.

**MTS:**

On Tuesday, May 8, 2012 additional security cameras were added to the main office building in two areas. As a result the office and part of the Lafayette Court is now covered by the new cameras. All of the cameras feed into the Police Department Offices.

**PHAS Score Report:**

On May 7, 2012 the Authority received notification of the PHAS Score. The Authority received a score of 91 and maintained the rating of High Performer.

Commissioner Williams called for a motion that the Board acknowledges the performance of the Executive Director. The motion was seconded by Commissioner Lord and the Board unanimously approved the motion.

**BOARD COMMISSIONER VACANCY:**

The Board discussed the possibilities of filling the Governor’s appointee on the Board of Commissioners. Commissioner Williams proposed that the Authority contact other Housing Authorities, who are having a problem filling the same type of Board vacancy, asking them to join with the CMHA in contacting the Governor’s Office to remind them of the urgency of the matter and the need to expedite the appointment of individuals to fill these vacancies.

Following discussions on the term expiration dates of other Commissioners, Attorney Pasley suggested that by the next Board meeting those Commissioners with expiration term date in the near future should submit a letter to the appropriate party. The letter should contain the expiration date of their term and the fact that they are interested in being reappointed to continue serving on the Board.

**MISCELLANEOUS ITEMS:**

The Broad Street Court Residents have been notified that those tenants who are not eligible for exemptions must comply with the HUD requirements to perform eight hours per month of Community Service.

Two tenants requested a Grievance Hearing concerning the Authority’s notice to evict for violations of the Residential Lease Agreement. Two Informal Grievance Hearings were held on May 12, 2012. A satisfactory resolution was reached with one tenant, however one other still needs clarification.

The K-Kids from the Cape May Elementary School will again be joining the seniors, this time to have a “Planting Day” with the Senior Residents on Wednesday, May 23, 2012.

**SNAP-ED Program**, the Authority will begin working with the Cape May County Supplemental Nutrition Assistance Program (SNAP). This program brings resources to the Authority for them to provide nutrition education to eligible families and individuals. The Housing Authority will be on their Fall 2012 schedule.

Commissioner Williams suggested the Authority continue to follow up on the possibility of sharing services with other Authorities as a means of increasing Authority revenues.

Chairperson Hynes called for discussion on the cancelling of a Board Meeting during the summer. Following discussions on the feasibility and appropriate timing of the cancellation, the matter was tabled until the next Board Meeting.

**Resolutions:**

**#2012-28– Resolution Approving Regular Monthly Expenses:**

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

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

**#2012-29– A Resolution To Enter Executive Session:**

A Resolution to Enter Executive Session – it was not necessary to enter into Executive Session.

**#2012-30 – A Resolution Amending the Admissions and Continued Occupancy Policy**

The Resolution was tabled, awaiting further review by the Attorney.

**#2012-31– Resolution Approving Operating Budget – NJ 62-001:**

Chairperson Hynes 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 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 before the Board or public present for comments, at 5:15 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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR