

Housing Authority of the City of Cape May

REGULAR MEETING

June 18, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the June 18, 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 Tony Williams
Commissioner Jean Capilli

Commissioner Thomas White 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, Maryellen Francke, Rodella Knight, #20 Osborne Court and Else Sohlich, #9 Osborne Court.

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

Chairperson Hynes called for approval of the May 21, 2012 regular meeting minutes.

Commissioner Hynes called for a motion, seconded by Commissioner Williams, to accept the May 21, 2012 Regular Meeting Minutes.

The following vote was taken to approve the May 21, 2012 regular meeting minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 8-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of May 31, 2012 showed a profit of \$12,912.00.

Ms. Avena brought to the attention of the Board the cost of materials year-to-date was over budget by \$3,540.00 due to costs for three new stoves, repairs to the CMHA truck/car and landscaping work.

The E.D. noted that some of the increase cost was due to the refurbishing of approximately 25% of the units. It was also noted that during the summer months there should be an increase in the rental income.

COMMITTEE REPORTS:

Chairperson Hynes called for Committee Reports. Commissioner Lord reported that he had followed up with a walk-through on Broad Street Court and that the work in that area is progressing nicely.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

The Broad Street Court Units and other Repairs:

The Authority has awarded the contract for 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 Board was asked to approve a Resolution with respect to five change orders to the Contract. It is work in addition to the alterations to the specified crawl spaces on Broad Street Court.

After the completion of this work Cape Human Resources will be on site to complete the weatherization to those units involved in the crawl space alteration work. These tenants will also be receiving new energy efficient refrigerators as part of that contract.

The E.D. is soliciting quotes from companies to remove and replace 30 feet of the Broad Street fence area after the removal of a large tree stump.

The E.D. contacted appropriate personnel from the City of Cape May and the railroad owner about the above work. The railroad owner agreed to have the required repairs made to the fence area.

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%	12/20/2012	Maturity Date
Sun Bank	\$125,411.67	0.25%	06/20/2012	Maturity Date*
Sturdy Bank	\$300,463.62	0.50%	03/20/2014	Maturity Date

*The E.D. is getting a quote from Sturdy Bank who indicated that the money could be put into a Money Market or Savings Account to earn more interest and remain “liquid” as well.

Energy Audit & Survey: The E.D. has resubmitted a draft of a proposal and is waiting on approval from HUD. Representatives from CTI will be onsite on June 21-22, 2012 to do a pre-energy audit. The purpose of the review is to explore avenues for the Authority to apply for unrestricted energy funds from HUD to offset some of the costs to implement energy saving changes.

Consulting Services Contract: The Authority is still awaiting a response from HUD and Grants.gov.

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: The Paul Burgin Construction Company completed the refurbish work on units #6 and #13 on Broad Street Court. The total cost to refurbish these units was \$11,840.00, which included one new bath tub/shower. Because of the quality and efficiency of the work the Authority intends to use this company for future refurbish work.

Resident Council:

The Senior Resident Council elections were held on Wednesday, June 13, 2012. The results of the election were as follows:

Rodella Knight	#20 Osborne Court	President
Nikit Jarmoluk	#13 Lafayette Court	Vice President
Else Sohlich	# 9 Osborne Court	Secretary
Jean Capilli	# 8 Lafayette Court	Treasurer

City of Cape May Fire Department: The Fire Department informed the Authority that window guards cannot be placed in the windows because it would hamper rescue efforts in the event of a fire. The E.D. is in the process of getting written confirmation of this restriction, and re-checking all regulations pertaining to this subject.

5-Year Plan: On May 31, 2012, the E.D. met with the Resident Advisory Committee to solicit comments and ideas for the Annual Plan 2012-2013. This is the third year of the actual 5-year Plan that had been submitted to HUD in May 2010. The Authority has also advertised for the required public hearing. The Agency Plan will be made available for public review starting June 1, 2012. The public hearing will be held at the Authority offices on July 13, 2012.

BOARD COMMISSIONER VACANCY:

The Board discussed the possibilities of who may fill the Governor’s appointee on the Board of Commissioners. It was agreed that the E.D. would contact Doctor Keith Lafferty, who has expressed an interest in serving on the Board, to invite him to attend the July 16, 2012 Board Meeting.

Commissioner Capilli will be sending of a letter of Interest to the City of Cape May requesting renewal of her appointment to the Board of Commissioners which expires on September 12, 2012.

MISCELLANEOUS ITEMS:

1. On May 23, 2012 the K-Kids from the Cape Elementary School K-Kids joined the seniors from Lafayette and Osborne Court to plant a vegetable garden.
2. The E.D. distributed the Addendum to the Residential Lease concerning overnight guests and the requirement for tenants to grant entry to the Pest Control Service. The tenants have 30 days to make any comments to the Authority.
3. Chairperson Hynes called for a motion to cancel the Board Meeting for August 20, 2012, the motion was seconded by Commissioner Williams and the Board unanimously approved the motion.
4. The Authority has elected to continue with the services of Douglas Landscaping through the two year extension option in the current Agreement.
5. The City of Cape May performed their annual testing of the water; there were no problems.

Resolutions:

#2012-32– Resolution Approving Regular Monthly Expenses:

Chairperson Hynes called for a motion to pay the monthly expenses. Commissioner Williams 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 Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

#2012-33– A Resolution To Enter Executive Session:

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

#2012-34 – A Resolution Approving Change Order to the Alterations to Crawl Spaces at Broad Street Court
Chairperson Hynes 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 Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

#2012-35– Resolution to Amend the Five-Year Annual Agency Plan

Chairperson Hynes 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 Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

#2012-36– Resolution For Approval of Operating Budget 2012-2013

Chairperson Hynes 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 Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

#2012-37– Resolution For Approval of Operating Subsidy 2012 for NJ 62-001

Chairperson Hynes 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 Tony Williams	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

Chairperson Hynes asked if there was any further business to conduct. Ms. Rodella Knight reported that the residents on Osborne Court want the opportunity to have input on the selection of the new self-cleaning stoves. The E.D. agreed to have the equipment catalog available for the residents to review and the Authority will give consideration to their input as to the selection of a particular model.

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

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

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR