

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

### **REGULAR MEETING**

July 16, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the July 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 John Lord, III  
Commissioner Thomas White  
Commissioner Jean Capilli

Commissioner Tony Williams 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, Dr. Keith Lafferty 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 June 18, 2012 regular meeting minutes.

Commissioner Hynes called for a motion, seconded by Vice-Chairperson Patricia M. Swain, to accept the June 18, 2012 Regular Meeting Minutes.

The following vote was taken to approve the June 18, 2012 regular meeting minutes.

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

#### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 9-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of June 30, 2012 showed a profit of \$18,722.00.

#### **COMMITTEE REPORTS:**

There were no Committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The work on the Broad Street Court crawl spaces is completed and they have started the work on the parking lot. The work on the Lafayette Offices canopy will begin this week.

After the completion of this work Cape Human Resources will be on site to complete the weatherization work 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.

**Alterations to the Sidewalks on all Three Courts:**

The work will include repair, replacement and mud jacking for trip removal of all concrete sidewalks. The work will be split into three different contracts because one contractor is not able to perform all of the repair work. The Authority will solicit price quotes from various contractors to perform these repairs. It is anticipated that the concrete work will be done in various stages with the most damaged sites being repaired first and as funds permit.

The E.D. has made arrangements for the contractors to remove and replace 30 feet of the Broad Street fence adjacent to the railroad tracks and for removal of a large tree and its uprooted stump.

**Electric Savings:** The electric savings for the last month was \$1,684.00 (27%).

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

Sun Bank	\$148,174.42	0.50%	12/20/2012	Maturity Date
Sturdy Bank	\$300,463.62	0.50%	03/20/2014	Maturity Date

On June 20, 2012, the E.D. closed the \$125,490.48 C.D. (maturity date 6-20-2012) and placed the money in a Money Market Account with Sturdy Bank at 0.45% interest rate. If the rates go up the money can be moved to another type of investment.

**Energy Audit & Survey:** On July 2, 2012 the Authority received approval from HUD to move forward with the bid-proposal process. However because the State may be changing regulations with regard to energy audits the advertising for this work will be on hold until the end of the month.

On June 21, 2012, two representatives from CTI Energy Services were on site to survey the property. They will follow up with written energy saving recommendations for the Authority. They also discussed the PHADA proposal to amend the current utility funding system. The current system states that if a Housing Authority partners with an energy service company, or another third party to borrow capital to implement energy conservation measures, it can freeze its consumption level for 20 years. HUD will pay the HA for the current rate of consumption for 20 years, even if it reduces energy usage. However, the HA must use 75% of the savings to repay the loan.

**Resident Service Coordinator Grant:** The Authority is still awaiting a response from HUD and Grants.gov.

**Remodel/Upgrades for CMHA Units:** Any upgrades for the CMHA Units, including remodels to the Lafayette and Osborne bathrooms, have been put on hold until the alteration work to Broad Street crawl spaces has been completed. The Authority is also putting the purchase of self-cleaning stoves on hold since one of the energy savings recommendations may be the conversion from electric to gas energy. The Authority will take into consideration the potential safety issues associated with the elderly as a result of the conversion to gas energy.

**5-Year Plan:** The Public Hearing was held on July 13, 2012 with no comments from the public. All of the necessary paperwork has been submitted to HUD for the third year update of the Five-Year Plan.

**JIF Site Inspection:** On June 26, 2012, a JIF Insurance Representative inspected the property for any safety issues. The following recommendations were made to the Authority:

- Repair plywood on the playground gym.
- Remove the spin wheel that is broken.
- Remove the wading pools, tiki torches and lighter fluid from outside two Broad Street Units.
- Keep grills 5 feet from the buildings.
- Secure a battery back-up for the sump pump.

Notices were sent to the Broad Street Residents concerning wading pools, tiki torches, lighter fluid and keeping grills 5 feet from the buildings.

The E.D. also completed the 2013 Renewal Applications which will be used for the 2013 JIF Assessment.

**BOARD COMMISSIONER VACANCY:**

Chairperson Hynes made a motion that the Board recommends Dr. Keith Lafferty to fill the Governor's appointee to the Board of Commissioners. It was further clarified that there is no requirement that the Governor's appointee be a resident of the City of Cape May. The motion was unanimously approved by the Board of Commissioners.

Commissioner Capilli sent a letter to the City of Cape May requesting renewal of her term to the Board of Commissioners which expires on September 12, 2012.

**MISCELLANEOUS:**

**Provider Proposals:** The Authority will begin the process of advertising and accepting proposals for Fee Accountant, Auditing and Legal Services.

**C.R.E.W.:** The Cape May Elementary School has sent a letter requesting that the Authority continue with their quarterly payments for the C.R.E.W. Program.

**Benefit Contributions:** In accordance with State requirements, employee contributions for Health and Pension contributions were increased as of July 1, 2012.

**Emergency Plan:** The E.D. will be following up with Bob Smith to refine the current Emergency Plan.

Atlanti-Care came on July 13, 2012 to present their Stroke Awareness Presentation.

**August Meeting:** The August 20, 2012 Board Meeting has been cancelled however the E.D. will send a listing of the expenses for the month for the Board's review. The E.D. will also make arrangements for a Board phone vote on 8-20-12 at 3:00p.m. for the Board to approve the Resolution for the Monthly Expenses.

**Resolutions:**

**#2012-38– 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 John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

**#2012-39– A Resolution To Enter Executive Session:**

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

**#2012-40 – A Resolution Approving Renewal Membership in the N.J. Public Housing Joint Insurance**

Chairperson Hynes called for a motion. Vice Chairperson Swain made 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 John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)

There being no further business before the Board or public present for comments, at 4:40 PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Lord 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 John Lord, III	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Jean Capilli	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR