

Housing Authority of the City of Cape May

REGULAR MEETING

January 27, 2014

At 4:00 PM, Chairperson Hynes **Called to Order** the January 27, 2014 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 Tony Williams
Commissioner Thomas White
Commissioner Frank Acker

Commissioner designee, Dr. Keith Lafferty was present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, and Linda Avena from Avena CPAs.

Public present: There were two individuals from the public in attendance.

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

Following the roll call of Commissioners, Chairperson Hynes declared there was a quorum present.

Chairperson Hynes called for a Motion to accept the December 16, 2013 Regular Meeting Minutes.

Commissioner Williams made the Motion, seconded by Vice-Chairperson Swain, to accept the December 16, 2013 Regular Meeting Minutes.

The following vote was taken to approve the December 16, 2013 Regular Meeting Minutes.

Chairperson Hynes	(Yes)
Vice-Chairperson Swain	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Abstain)
Commissioner Frank Acker	(Abstain)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 3-month Financial Report as submitted by the Accountant. The bottom line as of December 31, 2013 showed a profit of \$29,315.00. The Accountant noted that the high profit is in part due to the increase in the Capital Fund of \$14,000.00. The ED cautioned the Board that due to the snow removal costs next month the profit may be somewhat reduced.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Paving Overlays and Repairs – All Three Courts:

The Architect is working with various vendors to finalize construction plans. However, due to winter weather and batch plant closings, this may be delayed to Spring.

Installation of New Bathroom Vanities for Lafayette/Osborne Courts:

This project will be starting within the next few weeks. The vanities have been delivered and stored in Lafayette #15; the tops were delivered today.

Broad Street Parking Lot – Security Upgrades:

This project is on hold until a final decision is made on the required specifications.

Investments: The C.D. and Money Market Investment schedule is as follows:

<u>C.D./MONEY MARKET</u>	<u>MATURITY</u>
<u>TOTAL</u>	
\$300,463.62	3/20/2014 (Sturdy Bank)
\$218,992.91	Money Market (Sturdy Bank)
\$519,456.53	

Energy Savings:

The Authority has not received all of the electric bills for this month so the energy savings could not be calculated at this time.

Commissioners Vacancy:

The Authority still has not received a response from the Governor’s Office concerning the appointment of Dr. Lafferty to the Board.

Operating Fund Subsidy.

On January 2, 2014 the Authority was notified that HUD allocated an initial funding of \$52,248.00 for January & February. However the Authority was also notified that in the future the funding could be reduced. The current amount is prorated at 85% funding.

OIG Inquiry:

On December 16, 2013 the Authority received a communication from HUD Newark regarding Section 8 fund they believe CMHA owes HUD. The Authority has responded after consulting with the Accountant, Auditor and Attorney. The Authority has not received a response from HUD.

Annual Independent Audit:

The Audit was completed on December 19, 2013; a final report will be delivered to the Board at the February 2014 Board Meeting, which the Auditor will attend.

Miscellaneous:

1. The Authority is still awaiting a response from Cape Human Resources concerning the money owed to the Authority for undelivered heat pumps.
2. In order to maintain a quorum for the March Board Meeting the Board approved changing the March Meeting from March 17, 2014 to March 24, 2014.

Chairperson Hynes noted that there were two individuals present in the audience of the Board Meeting. He asked if they had anything to add to the meeting. An applicant indicated she wanted to address the Board because she believes her application for housing should not have been denied. She indicated she attended a meeting with the Authority which was non-productive. Further, she had requested a formal hearing before a review officer. The Authority responded by arranging an “informal” meeting. She indicated she did not attend because she requested a formal meeting, not an informal meeting.

The second attendee addressed the Board stating she believes her daughter has not been treated in a fair manner based on the fact her application was denied because of credit issues; however the issues do not involve other rentals/housing authorities and the current credit issues should not be used as a basis for denying her public housing. The Board was advised that in 1997 her own application was denied for the same reason but that denial was overturned, and she did not receive further communication from the Housing Authority.

The Board was asked to review the application. Chairperson Hynes replied that it was not a matter for the Board. The attendee asked that another formal meeting be arranged for her daughter since there is a miscommunication between the Authority Representatives and her daughter.

Chairperson Hynes advised that this was not a Board matter, but they could submit any documentation they had which would support their request for another hearing. Chairperson Hynes thanked the attendees for coming to the meeting. The attendee handed Chairperson Hynes an envelope. The visitors did not have any other matters for the Board and left the meeting.

Resolutions:

#2014-01 – A Resolution Approving Monthly Expenses:

Chairperson Hynes called for a Motion to pay the monthly expenses. Commissioner White made a Motion to approve the resolution, seconded by Commissioner Williams. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

#2014-02– A Resolution To Enter Executive Session:

Chairperson Hynes called for a Motion to enter Executive Session. Commissioner White made a Motion to approve the resolution, seconded by Vice-Chairperson Swain. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

#2014-03 – A Resolution Approving Software Maintenance and Support Services Agreement

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

At 4:30PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss Authority staffing.

At 4:45PM the regular meeting was reconvened.

Chairperson Hynes asked if there was any further business to conduct.

There being no further business before the Board or public present for comments, at 4:50PM Chairperson Hynes called for a Motion to **adjourn the meeting**. Commissioner Acker made the Motion; seconded by Commissioner Williams and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR