

Housing Authority of the City of Cape May

REGULAR MEETING

February 9, 2015

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the February 9, 2015 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 Frank Acker
- Commissioner Tony Williams

Commissioner Thomas White was not present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Charles W. Gabage, Esquire, Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena, from Avena CPA's.

Chairperson Hynes noted that there were no members of the public present at the meeting.

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 15, 2014 Regular Meeting Minutes.

Commissioner Tony Williams made the Motion, seconded by Vice-Chairperson Patricia Swain, to accept the December 15, 2014 Regular Meeting Minutes.

The following vote was taken to approve the December 15, 2014 Regular Meeting Minutes.

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

Chairman Thomas G. Hynes noted for the record that there was no meeting on January 26, 2015 due to weather. However, there was a polling of the Commissioners to gain approval for paying the monthly bills, which is on file.

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 4-month Financial Report as submitted by the Accountant. The bottom line for the four month ending January 31, 2015 shows a loss of \$6,996.00. The over budget accounts were as follows:

ITEM	BUDGET	ACTUAL	DIFFERENCE
Utilities	\$89,250.00	\$106,934.00	\$17,684.00 Just due to water bill payments on a quarterly basis.

Maintenance	\$48,354.00	\$63,952.00	\$15,598.00
Total Expenditures	\$227,787.00	\$256,414.00	\$28,627.00

Ms. Avena advised the Board that the overage in utilities was a result of the water/sewer & electric bills; however, the money to pay the water bill was taken from the Capital Fund. The increase cost in maintenance was a result of several unanticipated expenses such as: repairs to the truck, tree trimming, repair to the front door and the refurbishing of 2 units which needed new flooring, doors, stoves and refrigerators. Ms. Avena suggested the money needed for the refurbishes of the two units should be taken out of reserves.

Ms. Avena also noted that the outside contractor costs are being reduced as a result of Maintenance performing much of that work.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

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

MONEY MARKET

TOTAL

\$305,453.13

Money Market (Sturdy Bank)

TOTAL **\$305,453.13**

On January 26, 2015 the Authority drew down \$20,000.00 from reserves to pay off the balance of the Ocean Construction Bathroom Vanity Project and some Atlantic City Electric bills. We used Capital Funding for the Cape May Water-Sewer bills.

OPERATING SUBSIDY FUNDING:

The Authority will submit the 2015 annual Operating Subsidy forms. It will be a total of \$294,778.00. The Operating Budget funding was estimated at 84% (October 2014 – December 2014); the January 2015 HUD Operating Subsidy was calculated at 82.35% January 2015 – September 2015).

MCS SUPPORT SERVICES AGREEMENT:

The Authority received the billing for the new contract with this Company who provides PHA-Web support. The contract is for one year, January 1, 2015 through December 31, 2015 at the rate of \$6,650.00 to be paid in semi-annual payments of \$3,325.00. This is a \$318.00 increase from last year.

Energy Savings:

The last month's energy savings was calculated to be \$1,568.67 or 10.60%.

ANNUAL INDEPENDENT AUDIT:

The Annual Independent Audit was conducted January 21 through January 23, 2015. We are awaiting the final report.

REAC INSPECTION:

The REAC Inspection was performed and completed on January 22, 2015. There were 21 units inspected and the Inspection Summary is as follows:

<u>AREA</u>	<u>POSSIBLE POINTS</u>	<u>DEDUCTIONS (EXCL. H&S)</u>	<u>PRE H&S POINTS</u>	<u>H&S DEDUCTIONS</u>	<u>FINAL POINTS</u>
SITE	17.46	0.00	17.46	0.00	17.46
Bldg Exterior	19.95	0.00	19.95	9.00	19.95
Bldg Systems	16.51	0.09	16.43	0.00	16.43
Common Areas	1.61	0.00	1.61	0.00	1.61
Units	44.47	1.29	43.18	0.00	43.18
TOTAL	100.00	1.38	98.62	0.00	98.62
<u>FINAL SCORE</u>					<u>99a</u>

We believe this is CMHA’s highest score ever. Joe Culligan should be commended for his diligence and hard work to achieve this result.

Commissioners:

The ED reported that the Authority is still awaiting a response from the Governor’s office concerning the appointment of Dr. Lafferty to the Board of Commissioners. Commissioner Thomas G. Hynes has written additional correspondence to the Governor’s Office in an effort to get this matter resolved.

Commissioner Acker had to cancel his attendance at the Commissioner training session that was held December 6, 2014 at the Rutgers campus in Brunswick, NJ. Rutgers will be refunding the tuition for this course. Commissioner Acker will need to take his final training from the new Rutgers Spring Training brochure. The E.D. will schedule the June 13th course, Skills for Commissioners.

Miscellaneous:

1. The Authority has received notice it is required to appear in Court on February 17, 2015 regarding an OPRA request. This matter is being reviewed by Attorney Gabage.

A similar notice was received on February 2, 2015.

2. On January 15, 2015 the Authority was required to appear in Court concerning an eviction; the matter was referred to Mediation; the matter could not be resolved so the tenant will be served an eviction notice. On January 23, 2015 the Court issued an ORDER FOR ORDERLY REMOVAL under which the Warrant for Removal (tenant’s eviction) was stayed until 12:00 Noon on February 6, 2015.

Resolutions:

A. **January 2015 Resolutions**

#2015-01– A Resolution Approving Monthly Expenses:

The Board was polled via a telephone vote on January 26, 2015 to approve monthly expenses. The vote was as follows:

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

**#2015-02– A Resolution To Enter Executive Session:
Void – no Board Meeting on January 26, 2015**

#2015-03 – A Resolution Approving Maintenance & Support Services Agreement

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Chairperson Thomas G. Hynes. The following vote was taken:

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

#2015-04 – A Resolution Approving Revised Board Meeting Schedule

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

#2015-05 – A Resolution Approving FINAL PAYMENT Ocean Construction

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

B. February 2015 Resolutions

#2015-06 – A Resolution Approving Monthly Expenses

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

#2015-07 – A Resolution Approving Executive Session

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

#2015-08 – A Resolution Approving Audit Review Certificate

Resolution put on hold, audit has not been completed.

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

At 4:40PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss other matters.

At 5:00PM the regular meeting was reconvened.

There being no further business before the Board, at 5:04p.m. Chairperson Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia Swain made the Motion; seconded by Commissioner Frank Acker and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR