

Housing Authority of the City of Cape May

REGULAR MEETING

July 20, 2015

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the July 20, 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 Frank Acker
Commissioner Jean Capilli
Commissioner Tony Williams
Commissioner Thomas White

Commissioner-Designee, Dr. Keith Lafferty, was not present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Linda Avena, from Avena CPA's., Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman and Jennifer M. Modica, Account Manager, Marsh & McLennan Agency.

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

Chairperson Thomas G. Hynes read the "**Statement of Compliance – Sunshine Law**" and led the Pledge of Allegiance.

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

Chairperson Thomas G. Hynes called for a Motion to accept the June 15, 2015 Regular Meeting and Executive Session Minutes.

Commissioner Thomas White made the Motion, seconded by Vice-Chairperson Patricia Swain, to accept the June 15, 2015 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the June 15, 2015 Regular Meeting and Executive Session Minutes.

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

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 9-month Financial Report as submitted by the Accountant. The bottom line for the nine months ending June 30, 2015 shows a profit of \$17,934.00

Ms. Avena explained the total expenses for the month have not been recorded; therefore, the profit for the month will later be reduced.

Ms. Avena then reviewed the proposed budget for the Year Ending September 30, 2016. The income for the year reflects an increase over last year due to the 85% projection for Operating Subsidy, and a slight increase in rental

income. The proposed budget also reflects an increase in total operating expenses due to an assumption of an increase in expenses for maintenance materials and contract costs. Ms. Avena noted that again the Authority will be on a tight budget with a minimal profit margin of \$550.00.

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:

<u>MONEY MARKET</u>	
<u>TOTAL</u>	
\$281,214.20	Money Market (Sturdy Bank)
<u>TOTAL</u>	<u>\$281,214.20</u>

The E.D. has explored other investment options which the Board discussed. It was determined that the Authority will continue with its current investments.

Energy Savings:

The energy savings for this month was approximately \$766.11 or 14.32%.

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.

Dr. Keith Lafferty is scheduled to meet with a representative in the Governor's Office concerning his appointment to the Board.

JIF INSURANCE COVERAGE:

Ms. Jennifer Modica presented the Request for Proposal/Qualifications for Cape May Housing Authority Risk Management Consultant. The Agency would provide a number of services relating to Risk Management, such as Allocation of Insurance/Expense/Premium Payments, Claims Administration, Risk Management/Risk Control Services, Exposure Analysis, Safety Programs and attendance at JIF Meetings. The term of the engagement is for the period January 1, 2016 to December 31, 2016 at a cost of 3% of the JIF Premium.

The Company will also review the Authority's current Agreement with JIF to determine if the Authority is in a position to adjust the current coverages.

After some discussion Chairperson Thomas G. Hynes called for a Motion to approve the engagement of the Marsh & McLennan Agency at a Risk Management Consultant for a one year term. Commissioner Tony Williams made a Motion to approve the motion, seconded by Commissioner Frank Acker. The following vote was taken:

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

The Board also approved the renewal of Membership in the N.J. Public Housing Authority Joint Insurance Fund for a two year term, January 1, 2016 to December 31, 2018.

RESIDENT COUNCIL ELECTION:

As a result of the June 10, 2015 Senior Resident Council elections three residents from Lafayette & Osborne Court were elected to the positions of President, Vice President and Secretary/Treasurer. Congratulatory letters were sent out by the Authority.

5-YEAR AGENCY PLAN:

The Authority submitted the 5-Year Annual Plan to HUD on July 17, 2015. The Board will be asked to approve a Resolution concerning the 5-Year Annual Plan.

HUD UTILITY REVIEW:

The review was held on Monday, June 29th. The Company performing the review sent an e-mail reporting two minor discrepancies for all electric and water/sewer documentation.

Miscellaneous:

1. On May 15, 2015 a Grievance Hearing on the eviction of one tenant was held in the Conference Room. Shortly afterwards, the Hearing Officer issued an opinion. Then the Authority was notified that the tenant was issued a voucher for housing. Consequently, the tenant’s Attorney requested a stay on the eviction process until October 1, 2015 in order to give the tenant time to find housing at another location.

On June 29, 2015 Attorney Gabage reached an agreement with opposing Counsel and the tenant. All parties agreed the tenant will be required to vacate the premises by October 1, 2015. If the tenant is not out by then then the Sergeant In Arms can remove her on October 2, 2015.

2. The Board approved the cancellation of the August 21, 2015 Board Meeting. The E.D. will poll the Commissioners for approval of the monthly expenses.

3. The Authority is looking into applying for the Safety and Security Grant.

4. The Board was presented with a copy of the Annual Drinking Water Quality Report for the Year 2015, Results from the year 2014.

Resolutions:

#2015-23 – A Resolution Approving Monthly Expenses

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

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

#2015-24 – A Resolution Approving Executive Session

There was no need for an Executive Session.

#2015-25 – A Resolution Approving JIF Renewal & Indemnity/Trust Agreement

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

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

#2015-26 – A Resolution Approving FY2016 Budget

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

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

#2015-27 – A Resolution Approving CMHA 5-Year Annual Plan

Chairperson Thomas G. 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner Thomas White	(Yes)

There being no further business before the Board, at 4:00p.m. Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner Tony Williams made the Motion; seconded by Vice-Chairperson Patricia M. Swain 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)
Commissioner Thomas White	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR