

Housing Authority of the City of Cape May

REGULAR MEETING

March 16, 2015

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the March 16, 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.

Commissioner-Designee, Dr. Keith Lafferty, was 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 February 9, 2015 Regular Meeting and Executive Session Minutes.

Commissioner Tony Williams made the Motion, seconded by Vice-Chairperson Patricia Swain, to accept the February 9, 2015 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the February 9, 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)

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 5-month Financial Report as submitted by the Accountant. The bottom line for the five months ending January 31, 2015 shows a loss of \$6,444.00.

The Board discussed the need to cut expenses along with having to draw down from reserves in order to meet estimated expenses through the end of the Fiscal Year (September 30, 2015).

The **total estimated expenses** for this period are \$431,943.00 versus an **estimated income of** \$384,643.00 resulting in an **estimated deficit** of \$47,300.07. Ms. Avena advised the Board that the Authority may need to draw down an **estimated \$50,000.00** from reserves to offset this **estimated deficit**. This would leave approximately \$258,000.00 (4-months) reserves.

Discussions were held on how to increase income and reduce expenses. Several suggestions were addressed such as renting the "Resident Council" unit or installing a Laundromat.

The E.D. advised the Board the Authority would hold off drawing down from reserves as long as possible and continue to manage on a month-to-month basis.

AUDIT REPORT:

The Auditor, Frank DeFroda distributed the Housing Authority of the City of Cape May Report on Audit of Financial Statements and Supplemental Information, September 30, 2014 and 2013.

The Auditor reported that the Authority had a clean audit. Following a review of the report the Board was advised that the income in 2014 vs 2013 was \$25,603.00 less due to government cuts in subsidies also, expenses in 2014 increased by \$49,688.00 as a result of an increase in utilities and the addition of a Site Manager. Finally, the total cash and cash equivalents for 2013 was \$566,963.00 in 2014 it was \$368,269.00. The Auditor reminded the Board that the Board had determined that in 2014 the Authority would draw down its reserves to be in compliance with HUD Regulations to maintain a 4-month reserve level.

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**

CAPITAL FUNDING:

The Authority has received notification of the Capital Funding for 2015. The Grant is in the reservation stage in the amount of \$92,657.00. This equals an increase of \$1,568.00 over the 2014 Grant which was \$91,089.00

Energy Savings:

The last month's energy savings was calculated to be \$1,590.35 or 9.97%.

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. The E.D. has rescheduled attendance for June 13th, Skills for Commissioners Course.

PHAS SCORE:

HUD has issued the PHAS Score for the Cape May Housing Authority as follows:

<u>PHAS INDICATOR</u>	<u>SCORE</u>	<u>MAXIMUM SCORE</u>
Physical (REAC)	40	40
Financial	25	25
Management	25	25
Capital	10	10
Late Penalty Points	0	
PHAS Total Score	100	100
Designation Status	<u>High Performer</u>	

Miscellaneous:

1. The Authority has forwarded the OPRA Request documents as requested.
2. An Eviction Notice has been served on the tenant that was involved in disruptive behavior.
3. Due to the severe winter weather the Maintenance Staff repaired and replaced several broken pipes. Because the work was done in-house the Authority saved approximately \$6,000.00.
4. Some snow removal assistance was needed during a recent snow fall that was 3” or above. This allowed for regular maintenance requests not to fall behind since some did concern heaters.
5. Several refurbishes are in progress due to tenants having to be transferred to different units based on HUD occupancy requirements.
6. Site Manager, Joe Culligan, is expanding on the Authority’s Preventative Maintenance program, and doing instruction to the Maintenance staff.
7. The Authority is in the process of compiling the 5-Year Plan to be submitted to HUD this summer. It requires early preparation due to the volume of information and various HUD timetables for resident and “public” input requirements.

The Resident Advisory Board meeting was held on March 10, 2015 at 10:00a.m.

Resolutions:

#2015-09 – 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)

The Authority has not received the March electric bills therefore the Board approved payment of those bills once the E.D. advises the Board of the total amount of those bills.

#2015-10 – 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)

#2015-11 – A Resolution Approving Compliance-N.J.S.A.40a-12a-46

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)

#2015-12 – A Resolution Approving Use of Company Vehicle

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)

#2015-13 – A Resolution Approving Capital Fund Program

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)

At 4:45PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss other matters.

At 5:10PM the regular meeting was reconvened.

There being no further business before the Board, at 5:11p.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