

Housing Authority of the City of Cape May

REGULAR MEETING

May 18, 2015

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the May 18, 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 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.

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 April 20, 2015 Regular Meeting Minutes.

Commissioner Thomas White made the Motion, seconded by Vice-Chairperson Patricia Swain, to accept the April 20, 2015 Regular Meeting Minutes.

The following vote was taken to approve the April 20, 2015 Regular Meeting Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 7-month Financial Report as submitted by the Accountant. The bottom line for the six months ending April 30, 2015 shows a loss of \$2,927. 00

The Board reviewed the expenses for the Maintenance Department. The Site Manager explained the majority of the excess expenses are a result of the Authority having to replace a large number of outdated equipment and appliances, such as water heaters, stoves, floors and cabinets.

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>	Money Market (Sturdy Bank)
\$280,453.13	
<u>TOTAL</u>	<u>\$280,453.13</u>

Energy Savings:

The energy savings for this month was calculated at \$1,165.74 or 16.23%.

VACANT UNIT:

The Board was asked to sign a Resolution authorizing the Authority to make the necessary arrangements to begin renting out Lafayette Court Unit #15.

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.

Attorney Gabage advised the Board that another way to get this issue resolved is for someone to contact the Republican Committee Chairman of Cape May County and request that they follow up with this appointment.

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.

JIF INSURANCE COVERAGE:

In response to the recent correspondence from the JIF (Joint Insurance Fund) concerning the Authority’s deductible and potential liabilities, Attorney Gabage suggested that the Authority explore other insurance options before the current policy expires.

Miscellaneous:

1. Elections for nominations of Officers for the Senior Resident Council (Lafayette & Osborne Courts) and Broad Street Court were held on May 5, 2015. The actual election is scheduled to be held on June 10, 2015.
2. A Grievance Hearing was held on Friday, May 15, 2015 concerning the eviction of a tenant. The Hearing Officer, Judge Callinan, is required to issue an opinion/recommendation within 15 days.
3. On April 10, 2015 the Authority received a Notice of Groundwater Classification Exception Area, Cape May Former Manufactured Gas Plant Site, Lafayette and St. John Street, Cape May, New Jersey from ARCADIS. Test borings were taken around that time.
4. The HUD review of utilities is tentatively scheduled for June 26, 2015. The purpose of the review is to assess the level of accuracy of utility data reported to HUD, as well as its associated funding level. Where weaknesses are identified, HUD will publish guidance and strengthen processes to improve outcomes. Linda Avena’s office has compiled much of the data to be submitted during this review.

Resolutions:

#2015-16 – A Resolution Approving Monthly Expenses

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)

#2015-17 – A Resolution Approving Executive Session

No Executive Session was required for this meeting.

#2015-18 – A Resolution to Amend the Five-Year Agency Plan

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)

#2015-19 – A Resolution Amending Utilization of Reserves

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Thomas White made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia M. Swain. 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)

#2015-20 – A Resolution Adopting Change of Use of #15 Lafayette Court

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Thomas White made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia M. Swain. 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 4:30p.m. Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner White 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