

Housing Authority of the City of Cape May

REGULAR MEETING

September 21, 2015

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the September 21, 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, Heidi Burke and Dan 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 July 20, 2015 Regular Meeting Minutes.

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

The following vote was taken to approve the July 20, 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 11-month Financial Report as submitted by the Accountant. The bottom line for the eleven months ending August 31, 2015 shows a profit of \$26,570.00

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

Energy Savings:

The energy savings for this month was approximately \$1,300.00 or 19.26%

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 Tony Williams presented the Board a letter of resignation as of October 1, 2015. He and his wife are moving out of the area. Chairperson Thomas G. Hynes on behalf of the Board of Commissioners thanked Commissioner Williams for his dedication to the Board for the past 6 years.

Chairperson Thomas G. Hynes asked the Board to approve placing Dr. Keith Lafferty’s name as a replacement for Commissioner Tony Williams with the City of Cape May. The Board approved this recommendation.

OPERATING SUBSIDY:

According to recent publications it appears that the “proposed” Operating Subsidy for the new year will be calculated at 8.7% above last year which represents a 7.5% increase.

5-YEAR AGENCY PLAN:

The Authority has received confirmation that HUD has approved the Authority’s five year plan.

ACCOUNTS RECEIVABLE DECREED AS UNCOLLECTIBLE:

The Board was asked to approve a resolution for uncollectible accounts to be written off. The total amount is \$2,711.81 which represents unpaid rents for two former tenants, one who was evicted and the other who passed away.

ELECTION OF CHAIRPERSONS & VICE-CHAIRPERSON:

Chairperson Thomas G. Hynes called for nominations for the Chairperson. Commissioner Tony Williams nominated Thomas G. Hynes, seconded by Commissioner Thomas White. There being no further nominations, Commissioner Tony Williams called for a motion to close the nominations, seconded by Commissioner Thomas White. The Board of Commissioners unanimously voted Thomas G. Hynes as Chairperson.

Chairperson Thomas G. Hynes called for nominations for the Vice-Chairperson. Commissioner Frank Acker nominated Patricia M. Swain, seconded by Commissioner Thomas White. There being no further nominations, Commissioner Tony Williams called for a motion to close the nominations, seconded by Commissioner Frank Acker. The Board of Commissioners unanimously voted Patricia M. Swain as Vice-Chairperson.

Chairperson Thomas G. Hynes and Vice-Chairperson Patricia M. Swain accepted the positions of Chairperson and Vice-Chairperson.

SOCIAL SECURITY INCREASE:

The E.D. advised the Board that current predictions are that there will be no increase in Social Security benefits this year which means there will be no increase in rental income.

SECURITY CAMERAS:

The E.D. has received an estimate from MTS Intelligent Services to repair the cameras; total amount, not including bucket truck rental is, \$3,152.76. Chairperson Thomas G. Hynes called for a motion to authorize the Authority to accept the estimate from MTS to get the cameras repaired. Commissioner Tony Williams made the motion, seconded by Commissioner Frank Acker. The Board approved the motion and instructed the E.D. to move forward with the repairs.

TRASH REMOVAL SERVICES:

The Authority received two bids for trash removal services as follows:

DATE	COMPANY	TERM	COST
9/18/2015	Waste Management	11/1/2015-10/31/2016	\$16,656.60
		11/1/2016-10/31/2017	\$17,156.30
		11/1/2017-10/31/2018	\$17,671.00
9/18/2015	Earth Tech	11/1/2015-10/31/2016	\$17,409.60
		11/1/2016-10/31/2017	\$18,252.00
		11/1/2017-10/31/2018	\$19,094.00

Chairperson Thomas G. Hynes called for a motion to approve Waste Management as the provider of trash removal services. Vice-Chairperson Patricia M. Swain made the motion, seconded by Commissioner Frank Acker.

The Board approved awarding the Contract to Waste Management as the lowest bidder pending review of the Contract by Attorney Gabage. The Site Manager indicated the price may be reduced as a result of the Authority changing the size of certain dumpsters. A change order will be issued.

Miscellaneous:

1. The Cape May Police Department has issued a summons against one of tenants for making threats of causing bodily harm to the Housing Authority Site Manager and the Executive Director. Attorney Gabage is in the process of preparing an eviction for this tenant. Attorney Gabage explained the matter may not come to an eviction because the Cape May Police Department charged her with petty disorderly conduct which is not a criminal act.
2. The Site Manager has completed the Annual Inspection of all units.
3. The tenant who was evicted in May is scheduled to vacate the unit as of October 1, 2015. If the tenant does not vacate the unit then the Authority will contact the Sergeant In Arms to remove the tenant.
4. HUD and the Office of the Inspector General have issued a directive for all PHA's to take immediate action regarding any tenant(s) who have failed to meet their Community Service requirement. The Authority has completed their analysis and has taken the necessary action.

Resolutions:

#2015-28 – A Resolution Approving Declaration of Trust

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) |

#2015-29 – 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 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)

#2015-30 – A Resolution Approving Executive Session

Chairperson Thomas G. Hynes called for a Motion to approve the resolution to enter into Executive Session to discuss Employee Wages and a legal matter. 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)

#2015-31 – A Resolution Approving Employee Wages

Chairperson Thomas G. Hynes called for a Motion to approve the change in employee wages as amended and noted on the August 27, 2015 letter to the Board of Commissioners. 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)

#2015-32 – A Resolution Approving Election of Chairperson and Vice-Chairperson

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 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)

#2015-33 – A Resolution Approving Accounts Receivable Decried as Uncollectible

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)

#2015-35 – A Resolution Approving Engagement of Risk Management Consultant

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)

At 4:30PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss employee wages and a legal matter.

At 5:00PM the regular meeting was reconvened.

There being no further business before the Board, at 5:08p.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