

Housing Authority of the City of Cape May

REGULAR MEETING

December 19, 2016

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the December 19, 2016 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 Thomas White (via Phone)
Commissioner Frank Acker
Commissioner Diane Hutchinson
Commissioner Dr. Keith Lafferty

Commissioner Patricia Hodgetts was not present at this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena, from Avena CPAs. 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 November 21, 2016 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Diane Hutchinson to accept the November 21, 2016, Regular Meeting Minutes.

The following vote was taken to approve the November 21, 2016 Regular Meeting Minutes.

Chairperson Thomas G. Hynes	(Yes)
Vice Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Laffety	(Yes)
Commissioner Thomas White	(Abstain)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 2-month Financial Report as submitted by the Accountant. The bottom line for the two months ending November 30, 2016 showed a profit of \$9,727. Ms. Avena explained that the large profit was in part due to the low cost of utilities this month.

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>	
\$282,009.25	Money Market (Sturdy Bank)
<u>TOTAL</u>	<u>\$282,009.25</u>

Energy Savings:

The energy savings for this month was approximately \$2,476.51 or 23.28%

A new short-term contract has been signed by both parties.

SECURITY CAMERAS:

Representatives from MTS have been on site on different occasions trying to get the system running. On Friday, November 11, 2016, they advised the Authority that another part has to be ordered to get the system running. The Authority is now awaiting installation of an injector.

After some discussion concerning this matter the Board suggested that the Authority seek help from the City of Cape May to receive funds to upgrade the system.

JCP&L:

On December 1 & 2, 2016 and JCP&L representatives completed the next two phases of the indoor air evaluation that began in September on Osborne Court. Air samples were collected from the crawl spaces directly beneath buildings 16 & 17, and also within units 19-20 and 23-26 as well as samples from outside each of the buildings.

By e-mail dated December 19, 2016, and later by FedEx package with a disk, JCP&L advised the Authority that the results from the samples collected from the crawl space directly beneath building 16 and 17 all met the NJDEP residential indoor air requirements.

OPRA REQUEST:

Attorney Gabage confirmed that the Order to Show Cause has been postponed until January. Attorney Gabage also updated the Board on the most recent activity involving this matter. He has spoken to the other Attorney and was advised that a College Student is compiling a cost on Governmental spending including the cost for attorney fees.

Attorney Gabage indicated that it would be in the best interest of the Housing Authority to try and resolve the issue rather than going to Court because the other Attorney forwarded information to Mr. Gabage which indicates that the Authority, under New Jersey OPRA requirements, would be required to provide the requested information without the redaction of the tenant names. Attorney Gabage continued that the cost to fight the issue in Court could also include attorney fees for the other party thereby subjecting the Authority to a substantial legal bill.

After Board discussion, Chairperson Hynes made a motion that would authorize Attorney Gabage to negotiate with the opposing attorney to settle the matter. Vice-Chairperson Patricia Swain seconded the motion and the Board unanimously approved the motion.

PROVIDER PROPOSALS:

The current Pest Control Contract with APM expires as of December 31, 2016. The Authority received the following proposals.

Pest Control:

DATE	COMPANY	TERM	COST
12/16/2016	Drake Pest Management Woodbine, NJ	1 Year	\$165.00/month Property serviced monthly basis Common area-rodent equipment monthly NO BID ON SERVICING UNITS
12/16/2016	Tri-County Ocean City, NJ	1 Year	\$170.00/month Exterior 3x per year - \$400.00 Bed bug-\$500.00-\$600.00-\$750.00 Units treated 3x per year
12/16/2016	APM Rio Grande, NJ	1 Year	Service per bid quote \$174.00 per month BSC-1X per month Lafayette-Osborne – every other month Exterior 3x per year - \$450.00 Bed bugs - \$550.00 for treatment

The lowest bid is the Drake Pest Management Company; but there was some confusion about the scope of service they bid on; the Site Manager will call the Company to confirm the details of their bid. The Board approved the Executive Director selecting the most qualified bidder.

The contract was awarded to APM.

ANNUAL AUDIT:

The Annual Independent Audit for FYE 9/30/2016 will commence on January 3, 2017.

HUD-SMOKING BAN FOR ALL PUBLIC HOUSING PROPERTIES:

By notice dated December 6, 2016 Lourdes Castro Ramirez announced on December 5, 2016 HUD took a major step towards improving the health and safety of public resident by publishing its final rule instituting Smoke-Free Public Housing. The rule prohibits lit tobacco products in units, common areas, PHA administrative offices, and all areas within 25 feet of the buildings. The final rule is effective 60 days after publication, on February 3, 2017, and allows PHAS's 18 months to fully implement the policy.

The Authority plans to start notifying residents of this ruling in January 2017 along with the assistance of a free service consultant from the State of New Jersey.

FINANCIAL:

Financial Data System year-end accounting has been submitted to HUD. CMHA realized a 1% loss for FYE September 30, 2016.

PUBLIC HOUSING ASSESSMENT (PHAS) SCORES REPORT:

By report dated December 9, 2016, the Authority was advised they received a perfect score for FYE 9/30/2016.

MARSH & MCLENNAN:

Marsh & McLennan submitted a proposal to continue as the Risk Management Consultant for the period January 1, 2017 through December 31, 2017. The proposed cost is – as the designated insurance broker, Marsh & McLennan Agency will receive a fee of 3% as the Risk Management Consultant, which is payable by the JIF through direct bill.

FLAT RENT SCHEDULE:

HUD has released the following 2017 Fair Market Rent schedule which contains some increases over last year's rates.

Also, the Authority conducted an in-house annual local rental analysis combining the information from the two, the following rates were derived:

HUD FAIR MARKET RATES:

BEDROOM SIZE	2016	2017
0	\$648.00	\$719.00
1	\$854.00	\$933.00
2	\$1,051.00	\$1,133.00
3	\$1,464.00	\$1,488.00
4	\$1,673.00	\$1,942.00

CMHA FLAT RENT SCHEDULE:

BEDROOM SIZE	2016	2017
0	\$677.00	\$700.00
1	\$848.00	\$850.00
2	\$1,065.00	\$1,133.00
3	\$1,488.00	\$1,488.00
4	\$1,603.00	\$1,603.00

Miscellaneous:

1. Commissioners Dr. Lafferty, Diane Hutchinson and Patricia Hodgetts attended a training session conducted by the ED on Monday, December 5, 2016. They plan to have another session.
2. The Washington Inn will be providing Christmas Dinners for the residents on Lafayette and Osborne Courts; about 36 residents plan to partake.
3. The Senior Resident Council hosted a meeting on December 9, 2016 to encourage residents to remember soldiers and veterans by sending cards to them during the Holiday Season.

Resolutions:

#2016-50 – A Resolution Approving December 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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

#2016-51– A Resolution Approving Executive Session

Not Needed

#2016-52 – A Resolution Approving 2017 Board Meeting Dates

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 Patricia Hodgetts. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

#2016-53 – A Resolution Approving Software Maintenance and Support Services Agreement

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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

#2016-54 – A Resolution Approving CMHA Flat Rent Schedule

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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

#2016-55 – A Resolution Approving JIF Fund Commissioner

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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

#2016-56 – A Resolution Approving Pest Control Service Contract

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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

#2016-57 – A Resolution Approving Supporting S-2663-A-4234 Legislation

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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)

There being no further business before the Board, at 5:00PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia Swain made the Motion; seconded by Commissioner Keith Lafferty and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Diane Hutchinson	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR