

Housing Authority of the City of Cape May

REGULAR MEETING

February 22, 2016

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the February 22, 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 Frank Acker
Commissioner Jean Capilli
Commissioner Thomas White (via telephone)

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

The following individuals were also present: Carol Hackenberg, Executive Director, 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 January 25, 2016 Regular Meeting Minutes.

Commissioner Thomas White made the Motion, seconded by Commissioner Frank Acker to accept the January 25, 2016 Regular Meeting Minutes.

The following vote was taken to approve the January 25, 2016 Regular Meeting Minutes.

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

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 4-month Financial Report as submitted by the Accountant. The bottom line for the four months ending January 31, 2016 showed a profit of \$1,250. Ms. Avena noted they have completed the subsidy forms for submission to HUD; because HUD has lowered the PUM from 0.966 this will have a negative effect on the operating subsidy that was budgeted for this year. Ms. Avena further stated if the Operating Subsidy is lower than the amount budgeted then it will be necessary for the Authority to revise the budget.

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>	
\$281,450.06	Money Market (Sturdy Bank)
<u>TOTAL</u>	<u>\$281,450.06</u>

Energy Savings:

The energy savings for this month was approximately \$1,079.17 or 19.70%

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.

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.

The E.D. has submitted the necessary documents to the City of Cape May Municipal Clerk and the Cape May City Manager for the appointment of Dr. Lafferty as a Commissioner. The matter was discussed at a “Best Practices” session held on Tuesday, February 2, 2016 at the City Council Meeting.

Since that time, Chairperson Thomas G. Hynes reported that he has again spoken to the Mayor who has spoken to Governor Christie and it is anticipated that the appointment will be made in the near future.

COURT HEARING:

On Monday, November 30, 2015, the E.D. and the Maintenance Staff attended a court hearing concerning an eviction based on the prior Municipal Court Hearing of November 18, 2015. Because of a technical legal issue the November 30th hearing will be re-scheduled.

The tenant had been given notice to vacate the unit before January 31, 2016; the tenant has not vacated the unit. Attorney Gabage has filed with the Courts to proceed with an eviction hearing.

CITY OF CAPE MAY:

Bruce MacLeod, Administrator, had requested a Best Practice Meeting with the E.D. The intent of the Best Practices regarding Authorities by the municipal governing body is to confirm efficient operating status of each Authority and a line of communications with the governing body. They will need a copy of the last two budgets, how the funding stream is created, a copy of the last two audits, a list of Board members, and a list of the meeting dates for the last two years. All of this information is available on the Cape May Housing Authority Website.

The City Council Workshop Meeting was held on Tuesday, February 2, 2016, Chairperson Thomas G. Hynes, Vice Chairperson Patricia M. Swain and Executive Director Carol Hackenberg attended this meeting.

ANNUAL AUDIT:

The Annual Independent Audit for FYE 9/30/2015 has been completed and a representative Partner/Accountant will potentially be at the March 2016 meeting to discuss the Audit Report. The need for additional time/audit work is due to the State’s Pension System and “GASB68”. The Auditor will only come if the State has released the information he needs re: the amount of Pension reserve the CMHA needs to have.

The result of this Pension System update will be a potentially large assessment of funding liability for the Housing Authority. This assessment will be in addition to the \$21,519.00 annual contribution that the Housing Authority is required to pay before April 1, 2016.

HUD OPERATING SUBSIDY:

The Accountant has completed the subsidy forms for submission to HUD. Because HUD lowered the PUM from 1.0563 to 0.966 this will have a negative effect on the anticipated operating subsidy received from HUD. The 2016 anticipated subsidy is \$345,087, compared to the 2015 subsidy of \$357,958 difference of \$12,871.

The Authority budgeted \$309,530 (86.47%) for the year ending 9-30-2016 consequently the budget will be short by \$16,440 for the fiscal year since it is anticipated the amount will be calculated at 83.8%. However HUD should be releasing the HUD Operating Subsidy amounts in April 2016.

CAPITAL FUND PROGRAM:

The fiscal year beginning October 2015 Capital Funding has been approved in the amount of \$96,602.00. This is an increase of \$3,945.00 over last year's funding in the amount of \$92,657.00.

Miscellaneous:

1. The Housing Authority will develop training for the Commissioners to be presented at the June or July meeting. The training will be a summary of the HUD Lead the Way Training.
2. The E.D. will be attending the NAHARO Annual Meeting in April 2016 to be held in Atlantic City.
3. Chairperson Thomas G. Hynes will not be attending the March 21, 2016 Board Meeting.

Resolutions:

#2016-05 – A Resolution Approving Monthly Expenses

It was noted that the Authority did not receive the large electric bill. Consequently the expenses are less than anticipated. However, the Accountant did estimate \$20,000.00 for this bill for Income & Expense Statement purposes for this month. Once the electric bill is received the ED will get the necessary signatures to pay this expense.

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 Thomas White	(Yes)

#2016-06 – A Resolution Approving Executive Session

No Executive Session was needed.

#2016-07 – A Resolution Approving Accounts Receivable Decried as Uncollectible

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Frank Acker 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 Thomas White	(Yes)

#2016-08 – A Resolution Approving Capital Fund Program

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 Thomas White	(Yes)

#2016-09 – A Resolution Approving Residential Lease Agreement – Pet Policy

Attorney Gabage advised the Board that this amendment is necessary to ensure that the Housing Authority is in compliance with all current Federal, State and HUD Regulations.

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Thomas White 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 Thomas White	(Yes)

There being no further business before the Board, at 4:22PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia M. 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 Thomas White	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR