

Housing Authority of the City of Cape May

REGULAR MEETING

July 18, 2016

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the July 18, 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
Commissioner Frank Acker
Commissioner Diane Hutchinson
Commissioner Dr. Lafferty

Commissioner Jean Capilli was not 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 June 20, 2016 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Frank Acker to accept the June 20, 2016 Regular Meeting Minutes.

The following vote was taken to approve the June 20, 2016 Regular Meeting Minutes.

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

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 9-month Financial Report as submitted by the Accountant. The bottom line for the nine months ending June 30, 2016 showed a loss of \$24,082.

Ms. Avena presented the revised 2016-2017 budget including changes from the budget presented at the June 2016 meeting. These changes include calculation of subsidy at 86%; additional funding allocated for administrative salaries; overtime and contract costs.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

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Investments: The C.D. and Money Market Investment schedule is as follows:

MONEY MARKET

TOTAL

\$281,591.08

Money Market (Sturdy Bank)

TOTAL **\$281,591.98**

Energy Savings:

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

Commissioners:

Attorney Gabage swore in the new Commissioners, Dr. Keith Lafferty and Mrs. Diane Hutchinson. The Board welcomed the new Commissioners and clarified that Commissioner White will remain on the Board and be available by phone for all Board Meetings until another Commissioner is named by the City of Cape May.

ANNUAL PLAN:

The Authority has submitted the 2nd year Annual Plan of the 5-Year Plan to HUD and the State of New Jersey.

SECURITY CAMERAS:

The Site Manager has contacted Comcast to make arrangements to set up a new security router in City Hall for the Housing Authority cameras to be up and running again.

BROAD STREET CONCRETE WALL:

The E.D. and the Site Manager are gathering quotes to repair the damaged wall on Broad Street Court and some uprooted sidewalks. The Authority received one quote from Ocean Construction. The Authority has submitted a claim to the Insurance Company who will be issuing a check for these repairs, minus the deductible.

PROVIDER PROPASALS:

The Authority is in the process of advertising for quotes for the following providers: Legal Services, Accounting Services and Auditor.

JCP&L:

A meeting was held with City Officials on Monday, July 18, 2016. Additional information will be gathered by the City.

Miscellaneous:

1. The E.D. has advised the part time maintenance employee that beginning October 1, 2016 he will be used only on an as needed basis because of the budget constraints resulting from the anticipated funding.
2. The E.D. car lease will be expiring in November 2016.
3. The E.D. and the Site Manager will be attending training in Vineland on Wednesday, July 20, 2016.

Resolutions:

#2016-22 – 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 Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Thomas White	(Yes)

#2016-23– A Resolution Approving Executive Session

No Executive Session was needed.

#2016-24 – Resolution Approving FY 2016-2017 Budget

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

#2016-25 – Resolution Approving 2nd Year of Annual Plan

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

#2016-25 – Resolution Approving Appreciation of Commissioner Thomas White

This Resolution was put on hold due to the fact that Commissioner Thomas White will be remaining on the Board until another Commissioner has been named by the City of Cape May.

There being no further business before the Board, at 4:50PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia M. Swain made the Motion; seconded by Commissioner Thomas White and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR