

## **Housing Authority of the City of Cape May**

### **REGULAR MEETING**

**March 21, 2016**

At 4:00 PM, Vice-Chairperson Patricia M. Swain **Called to Order** the March 21, 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:

Vice-Chairperson Patricia M. Swain  
Commissioner Frank Acker  
Commissioner Jean Capilli  
Commissioner Thomas White (via telephone)

Chairperson Thomas G. Hynes and Commissioner-Designee, Dr. Keith Lafferty, were 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.

Vice-Chairperson Patricia M. Swain noted that there were no members of the public present at the meeting.

Vice-Chairperson Patricia M. Swain read the "**Statement of Compliance – Sunshine Law**" and led the Pledge of Allegiance.

Following the roll call of Commissioners, Vice-Chairperson Patricia M. Swain declared there was a quorum present.

Vice-Chairperson Patricia M. Swain called for a Motion to accept the February 22, 2016 Regular Meeting Minutes.

Commissioner Thomas White made the Motion, seconded by Commissioner Frank Acker to accept the February 22, 2016 Regular Meeting Minutes.

The following vote was taken to approve the February 22, 2016 Regular Meeting Minutes.

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 5-month Financial Report as submitted by the Accountant. The bottom line for the five months ending February 29, 2016 showed a loss of \$12,577.00. It was noted that both the Administrative and Maintenance expenses were well over budget as a result of needed materials and office equipment.

#### **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:

**MONEY MARKET**

**TOTAL**

\$281,591.08

Money Market (Sturdy Bank)

**TOTAL** **\$281,591.98**

**Energy Savings:**

The energy savings for this month was approximately \$3,418.22 or 22.75%

**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 30<sup>th</sup> 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.

On Tuesday, March 1, 2016, the E.D. and the Maintenance Staff attended a court hearing on the eviction. A settlement was reached through the Mediator that provides that the tenant will vacate the premises no later than September 1, 2016.

**ANNUAL AUDIT:**

The Annual Independent Audit for FYE 9/30/2015 has been almost completed. However the Auditor is awaiting the State’s Pension System to update the Authority’s PER’s liability under “GASB68”.

**EMERGENCY AND SECURITY GRANTS:**

HUD has announced funds are available for the annual Emergency Safety and Security Grants. Tandem Care, Inc. has quoted a price of \$1,250.00 for doing this grant. The E.D. asked the Board of Commissioners to approve the engagement of Tandem Care.

Vice-Chairperson Patricia M. Swain called for a motion to engage Tandem Care, Inc. to prepare the necessary documents for the Housing Authority to apply for this Grant. The Board of Commissioners approved the motion and directed the E.D. to proceed with the signing of the contract with Tandem Care, Inc.

**Miscellaneous:**

1. The Church of the Advent will again be providing Acme gift cards to all residents for Easter.
2. The E.D. will be attending the NAHARO Annual Meeting in April 2016 to be held in Atlantic City and a HUD Training on 4/1/2016 in Sayerville N.J.
3. The E.D. is in the process of obtaining quotes to upgrade the current camera system.
4. The Authority is in the process of scheduling a grievance hearing for another tenant who has received an eviction notice.

**Resolutions:**

**#2016-10 – A Resolution Approving Monthly Expenses**

Vice-Chairperson Patricia M. Swain 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:

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

**#2016-11– A Resolution Approving Executive Session**

No Executive Session was needed.

**#2016-12 – A Resolution Approving Compliance for N.J.S.A. 40A:12A-46 & N.J.A.C.:5:44-2.4**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Frank Acker made a Motion to approve the resolution, seconded by Commissioner Thomas White. The following vote was taken:

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

**#2016-08 – A Resolution Approving Audit Review Certificate**

The E.D. explained the resolution needed to be placed on hold until the Audit has been completed. The Auditor is awaiting information from the State concerning the Authority's pension liability.

There being no further business before the Board, at 4:15PM Vice-Chairperson Patricia M. Swain called for a Motion to **adjourn the meeting**. Commissioner Thomas White made the Motion; seconded by Commissioner Frank Acker and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR