

Housing Authority of the City of Cape May

REGULAR MEETING

May 16, 2016

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the May 16, 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 Jean Capilli
Commissioner Thomas White
Commissioner Frank Acker

Dr. Keith Lafferty, Commissioner Designee was present at the meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Linda Avena, from Avena, CPA's, (via telephone) Charles W. Gabage, (via telephone) 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 April 18,, 2016 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Thomas White to accept the April 18, 2016 Regular Meeting Minutes.

The following vote was taken to approve the April 18, 2016 Regular Meeting Minutes.

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

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 7-month Financial Report as submitted by the Accountant. The bottom line for the seven months ending April 30, 2016 showed a loss of \$5,331.

Linda Avena reported that some of the expenses are due to legal expenses related to the litigation last year, the annual pension appropriation and maintenance materials. She also pointed that the Authority would be close to budget if it weren't for the non-routine legal expenses.

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>	
\$281,591.08	Money Market (Sturdy Bank)
<u>TOTAL</u>	<u>\$281,591.98</u>

Energy Savings:

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

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 indicated that the City of Cape May had indicated that this matter would be resolved by now. Dr. Lafferty and the Board are hoping this makes the City’s June agenda.

GRIEVANCE HEARING:

A grievance hearing has been scheduled for Tuesday, May 17, 2016 concerning a tenant who has been issued a Lease Termination for various Lease violations.

ANNUAL AUDIT:

The Annual Independent Audit for FYE 9/30/2015 has been almost completed. The Auditor has received the GASB68 information and will be completing the Annual Audit and will attend the Board Meeting in June 2016.

ANNUAL PLAN:

The Authority is in the process of beginning preparations to submit the Annual Plan due on July 15, 2016. A Senior Resident Council Meeting was held on Thursday, May 5, 2016. Resident input will be included in the plan.

SECURITY CAMERAS:

The SMS Company has presented an estimate to provide temporary security camera coverage on Broad Street Court. The estimated cost is out-of-line so the Authority will work with MTS to find other alternatives; pending notification of a HUD Safety & Security Grant awards.

PERSONNEL POLICY:

The Authority has updated the Personnel Manual and the Employee Handbook, along with the Authority Job Application, to be in compliance with the MEL-JIF Loss Control Program. Additionally, all employees are taking the required trainings.

PENSION CONTRIBUTIONS:

The Auditors have advised the Authority that as of June 30, 2015 the Pension Plan was underfunded by \$22,447,996.19 and the Authority’s percentage of the liability is .0025029899% or \$561,871. The Auditor will further explain the implications of this liability at the next Board Meeting.

SALE OF PROPERTY RUMOR:

The Board reviewed the rumor about the sale of Osborne Court. Attorney Gabage explained that since the property is owned by the City of Cape May (Housing Authority), HUD could not force a sale of the property.

Miscellaneous:

1. The Community Garden on Lafayette Court has been planted with the assistance of some of the resident council and the former RC President, Jean Capilli.
2. The Maintenance Supervisor, Robert Martin, received the REAC-UPCS Certification.
3. The Safety and Security Grant has been completed and submitted to HUD.
4. The Site Manager, Joseph Culligan, is setting up an online sale of CMHA refuse items on govdeals.com. This will hopefully generate some excess revenue for the CMHA.
5. A HUD AFFH self-assessment is due in 2017 (Affirmatively Furthering Fair Housing).

Resolutions:

#2016-17 – 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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)

#2016-18– A Resolution Approving Executive Session

No Executive Session was needed.

#2016-19 – A Resolution Adopting Changes to the Authority’s Personnel Policy

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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)

There being no further business before the Board, at 4:42PM 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 Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Frank Acker	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR