

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

**REGULAR MEETING**

**November 21, 2016**

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the November 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:

- Chairperson Thomas G. Hynes
- Vice-Chairperson Patricia M. Swain
- Commissioner Frank Acker
- Commissioner Diane Hutchinson
- Commissioner Dr. Keith Lafferty
- Commissioner Patricia Hodgetts

Commissioner Thomas White was not present at the 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 October 17, 2016 Regular Meeting Minutes and the Executive Informal Discussion Session.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Diane Hutchinson to accept the October 17, 2016, Regular Meeting Minutes and Executive Informal Discussion Session.

The following vote was taken to approve the October 17, 2016 Regular Meeting Minutes and Executive Informal Discussion Session.

- |                                    |       |
|------------------------------------|-------|
| Chairperson Thomas G. Hynes        | (Yes) |
| Vice Chairperson Patricia M. Swain | (Yes) |
| Commissioner Frank Acker           | (Yes) |
| Commissioner Diane Hutchinson      | (Yes) |
| Commissioner Dr. Laffety           | (Yes) |
| Commissioner Patricia Hodgetts     | (Yes) |

**COMMISSIONERS:**

Commissioners Dr. Keith Lafferty, Diane Hutchinson and Patricia Hodgetts attended several Commissioner Training Sessions at Rutgers University on October 19, 2016, October 29, 2016 and November 5, 2016. Also, the E.D. will be providing addition training to Commissioners in December.

**ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 1-month Financial Report as submitted by the Accountant. The bottom line for the one months ending October 31, 2016 showed a profit of \$7,629.

**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:

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

**Energy Savings:**

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

**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.

COMCAST has completed all of the work for connecting the cameras; the MTS Company will need to complete the necessary programming of the router.

The Authority is awaiting MTS to complete the necessary wiring to get the Cameras working.

**EMEX ENERGY SAVINGS CONTRACT:**

An energy auction was held on November 16, 2016. The lowest bidder was “major energy”, with a bid of 12 months at \$0.07050/kwh. The last contract was with “major energy” for 24 months at a cost of \$0.0792. The E.D. has signed a contract 12 month contract with “major energy” that also has a provision that the contract can be ended in a shorter period of time if the Authority proceeds with a Solar Energy Program.

**JCP&L:**

JCP&L has requested to do air sampling tests on Osborne Court, in the crawl spaces; the E.D. is in the process of scheduling this testing.

**OPRA REQUEST:**

A request was submitted to CMHA via e-mail. It was responded to immediately; however, not to the satisfaction of the requestor. They have filed a complaint and the Authority may have to appear in court on December 1, 2016. Attorney Gabage will contact the other attorney to see if the court date can be rescheduled and further to try and work out a settlement with the other Attorney.

**PROVIDER PROPOSALS:**

Below is a summary of the bids received for Tree Trimming and Snow Removal Services.

**TREE TRIMMING:**

<u>COMPANY</u>	<u>SERVICE</u>	<u>PRICE</u>
Menear's Landscaping Cape May NJ	Crown reduce for weight all honey locust trees on Osborne Court	\$5,000.00
Top Notch Trees, Cape May NJ	Crown clean (remove large deadwood) remove broken and hazardous limbs, reduce weight on heavy lateral limbs and reduce canopies of all 10 locust trees at Osborne Court by 15-25%	\$6,400.00

The Board will be asked to approve a Resolution awarding the work to Menear's Landscaping.

**SNOW REMOVAL:**

<u>COMPANY</u>	<u>PROPOSAL</u>
Goodfellows, Inc. T/A Coastal Landscaping, Rio Grande, NJ	Trucks with plows for minimum 2" to 3" <b>\$135.00/hr.</b> Trucks with spreader <b>\$85.00/hr/\$42.50 per 1/2 hour</b> De-icing driveways, etc. <b>\$85.00/hr.</b> Sidewalk shoveling, etc. <b>\$85.00/hr.</b>
RPM Landscaping Contractor, Absecon, NJ	Plow 1" to 3" <b>\$110.00</b> Plow 4" to 6" \$250.00 Plow 6: to 9" \$425.00 Plow 9" to + \$650.00 Salt application for parking lot <b>\$105.00</b> Shoveling etc. <b>\$225.00/hr.</b> Calcium to sidewalks, etc. <b>\$280.00/hr</b> Estimate 1 to 1.5 hours work

The Board will be asked to approve a Resolution awarding the work to Goodfellows, Inc. T/A Coastal Landscaping.

**Miscellaneous:**

- The E.D. attended a conference on November 14, 15 & 16.
- The Caring Kids of Cape May and the Cape May Police Department will again be delivering Christmas presents to the children on Broad Street Court.
- The Senior Resident Council will be distributing Thanksgiving Cards with \$10.00 to all residents on Lafayette Court and Osborne Court.
- The Girlfriends will be delivering Christmas packages to residents on Lafayette and Osborne Court.

**Resolutions:**

**#2016-44 – A Resolution Approving September 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 Patricia Hodgetts	(Yes)

**#2016-45 – A Resolution Approving Executive Session**

Not Needed

**#2016-46 – A Resolution Approving Tree Maintenance Osborne Court**

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 Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Patricia Hodgetts	(Yes)

**#2016-47 – A Resolution Approving Trash Removal Services**

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 Patricia Hodgetts	(Yes)

**#2016-48 – A Resolution Approving Snow Removal Services**

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 Patricia Hodgetts	(Yes)

**#2016-49 – A Resolution Approving “major energy” Services**

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 Patricia Hodgetts	(Yes)

There being no further business before the Board, at 4:55PM 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 Frank Acker	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR