

Housing Authority of the City of Cape May

REGULAR MEETING

September 19, 2016

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the September 19, 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 (via telephone)
Commissioner Frank Acker
Commissioner Diane Hutchinson
Commissioner Dr. Keith Lafferty

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman, James Hehre, National Energy Partners, John Robinson of National Energy Partners, Jeremy Colon, of National Energy Partners.

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 July 18, 2016 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Diane Hutchinson to accept the July 18, 2016 Regular Meeting Minutes.

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

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 11-month Financial Report as submitted by the Accountant. The bottom line for the nine months ending June 30, 2016 showed a profit of \$66.00. The E.D. reported that there should not be any extraordinary expenses before the fiscal year end on September 30, 2016.

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:

By letter dated September 15, 2016, Governor Chris Christie, advised Keith A. Lafferty, M.D., that he was pleased to inform Dr. Lafferty that he has approved his appointment as a member of the Cape May Housing Authority.

Commissioner Hutchinson has registered for the Ethics, Skills for Commissioners and Financial Issues and Procedures classes through Rutgers University.

Ms. Hackenberg advised the Board of Commissioners that Commissioner Jean Capilli passed away on August 4, 2016 and asked the Board to pause for a moment of silence in remembrance of Ms. Capilli. The Housing Authority is also going to plant a Memorial Garden in remembrance of Ms. Capilli.

Ms. Hackenberg advised the Board that the members of the Senior Resident Council did not want to serve as a Commissioner nor could they recommend anyone. The E.D. has contacted a resident on Osborne Court who indicated they would be willing to serve on the Board. The E.D. will follow up with this resident.

AUTHORITY 2016-2017 BUDGET:

The Cape May Housing Authority 2016-2017 budget has been approved for adoption. The Board will be asked to approve the revised budget resolution and the resolution amendment to the capital budget.

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.

BROAD STREET CONCRETE WALL:

On August 9, 2016 Ocean Construction completed the repairs to the Broad Street Wall. On July 28, 2016 the Authority received a check in the amount of \$2,898.50 from the Insurance Company for the repairs made to the wall.

OSBORNE COURT:

The Honey Locust trees on Osborne Court need to be trimmed/crowned or cut down. The Housing Authority has solicited bids for this work; the only company to respond was Menears who quoted a price of \$5,000.00; Commissioner Lafferty will give the Authority the name of another tree company in order to secure another bid for this work. There is also a need to repair some of the sidewalks on this Court, damaged by the large old trees.

PROVIDER PROPASALS:

A. Auditing Services

NAME OF BIDDER	BID AMOUNT	COMMENTS
Barbacane, Thornton & Company	\$95-\$335/hour \$9,600.00 estimated 10 days of work	No change from current costs.
Rubino Company	\$115.00/hour \$13,800 estimated 15 days of work	

The Board will be asked to approve a Resolution awarding the contract for Auditing Services to Barbacane, Thornton & Company.

B. Legal Services

NAME OF BIDDER	BID AMOUNT	COMMENTS
Eisenstat, Gabage & Furman	\$12,600.00 \$150.00/hour	No change from current costs. Per agreement with the Authority, the contract will be for two years.
Decotiis, FitzPatrick & Cole	\$175.00/hour Law Clerk \$125.00/hour Paralegal \$95.00/hour	

The Board will be asked to approve a Resolution awarding the contract for Legal Services to Eisenstat, Gabage & Furman.

C. Fee Accounting Services

NAME OF BIDDER	BID AMOUNT	COMMENTS
Linda M. Avena	\$65.00/hour \$10,000.00 Estimated 22 days of work	No change from current costs. Per agreement with the Authority, the contract will be for two years.
Claire B Kuhar	\$125.00/hour \$6,000.00 Estimated 6 days of work @ 4 hours per month.	

The Board will be asked to approve a Resolution awarding the contract for Fee Accounting Services to Linda M. Avena.

D. **EMEX ENERGY SAVINGS CONTRACT:**

This contract expires October 28, 2016.

E. **TRASH REMOVAL:**

The Authority is entering into the 2nd year of a 3-year agreement; the second year cost is \$15,930.31. The Board will be asked to approve a Resolution for entering into the 2nd year of this agreement.

F. **ED CAR LEASE:**

This Lease expires November 18, 2016. The E.D. has explored several options for a new Lease with Kindle Ford. The Board authorized the Executive Director to complete the arrangements with Kindle Ford and to sign all necessary paperwork. The E.D. will have the Board sign the necessary Resolution retroactive to September 19, 2016.

G. **POW-WEB:**

The Authority renewed service for two years August 2016 to August 2018 at a cost of \$394.20.

SOLAR ENERGY:

James Hehre, National Energy Partners, Jeremy Conner, National Energy Partners, LLC and John Robinson, National Energy Partners were at the meeting to talk about electric costs and solar energy.

James Hehre has been involved in the electric auction which resulted in the Authority using EMEX. He explained that since the cost of electric is tied to the price of natural gas the current savings will continue to fluctuate and/or remain constant. Therefore he suggests that the Board consider solar energy as an option. He has done some research and believes The National Energy Partners would be a good Company to use for providing solar energy.

Jeremy Conner presented a potential proposal for a 461,340 W DC solar photovoltaic system for the Housing Authority. The proposal consists of the installation of rooftop and carport systems through a Power Purchase Agreement. The proposal consists of two options as follows:

- Option 1

Purchase of equipment

Proposed System Size:	461,340W DC
Year 1 Production:	553,608 kWh
Energy Replaced:	53.18%

Current Average Utility Rate:	\$0.1300
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Utility Escalator:	3.00%
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<u>Proposed PPA rate:</u>	<u>\$0.229</u>
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PPA Term	20 Years
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<u>Average Yearly Savings:</u>	<u>\$45,669.50</u>
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<u>Accumulated 20 Years Savings</u>	<u>\$913,389.92</u>
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The Authority would not receive Solar Credits from the State of New Jersey.

- Option 2

Do not purchase equipment

Proposed System Size:	461,340 W DC
Year 1 Production	553,608 kWh
Energy replaced:	53.18%

Current Average Utility Rate:	\$0.1300
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Utility Escalator:	3.00%
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<u>Proposed PPA rate:</u>	<u>\$0.095</u>
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Escalation Per Year:	2.50%
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PPA Term:	20 Years
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<u>Average Yearly Savings:</u>	<u>\$27,968.74</u>
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<u>Accumulated 20 Year Savings:</u>	<u>\$559,374.78</u>
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They will provide all needed repairs to the roofs; the Authority will supply the most current warranties on the roofs. Attorney Gabage suggested that since the Company isn't familiar with HUD properties that they investigate the HUD RAD Program to ensure there is no conflict, and any tax credit programs.

Mr. Conner also asked that the Board consider immediately securing and applying for an interconnection application with Atlantic City Electric. If the Utility Company closes off the availability of using solar energy the Authority will not be able to move forward with this program.

Chairperson Thomas G. Hynes called for a motion to proceed with a survey of the roof, apply Atlantic City Electric for an interconnection application and for the National Energy Partners provide the Board with more information

concerning their proposal; Vice-Chairperson Patricia M. Swain made the motion and Commissioner Frank Acker seconded the motion and the Board unanimously approved moving forward with the survey of the roof.

JCP&L:

The JCP&L Company will be conducting further soil samples on Osborne Court.

EMPLOYEE WAGES:

The Board will be asked to approve a resolution concerning the minimal increases to be implemented for the Authority employees that was approved at the July 2016 Board Meeting.

Miscellaneous:

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

RISK MANAGEMENT ASSESSMENT:

On July 1, 2016 the PMA Company representative toured the sites and recommended the following:

1. Window Guards – the Authority is in compliance by sending an annual notification to BSC tenants.
2. Playground equipment – not in compliance with NJ standards for public playgrounds. The equipment has been removed, following notification to the Broad Street residents. The Authority will explore other options for replacing the equipment.
3. Ventilation/Foundation Access – replacement of these should be prioritized in terms of those exhibiting the most damages. The Site Manager will follow up on this issue.
4. Locust Tree Growth – a regular routine should be established to monitor this growth and to keep these thorns trimmed flush with the trunk of the trees. The Site Manager is in the process of obtaining quotes to crown and reduce the trees as needed.

Resolutions:

#2016-28 – A Resolution Approving August 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)

#2016-29 – 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 Thomas White	(Yes)

#2016-30– A Resolution Approving Executive Session

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)

#2016-31 – Resolution Approving 2nd Year of Waste Management Trash Service

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)

#2016-32 – Resolution Approving Declaration of Trust

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)

#2016-33 – Resolution Approving Employee Wages

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)

#2016-34 – Resolution Approving Payment to Ocean Construction-Repair of Broad Street Wall

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)

#2016-35 – Resolution Approving Election Chairperson & Vice-Chairperson

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)

#2016-36 – Resolution Approving Legal Service Provider

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)

#2016-37 – Resolution Approving Fee Account Provider

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)

#2016-38 – Resolution Approving Auditing Services Provider

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)

#2016-39 – Resolution Approving Adopted 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 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)

#2016-40 – Resolution Approving Budget Amendment – 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 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)

ELECTION OF CHAIRPERSON & VICE-CHAIRPERSON:

Chairperson Thomas G. Hynes called for nominations for the Chairperson and Vice-Chairperson. Commissioner Frank Acker called for motion to re-elect the current Chairperson and Vice-Chairperson. Commissioner Diane Hutchinson seconded the motion. There being no further nominations, Commissioner Acker called for a motion to close the nominations, seconded by Commissioner Keith Lafferty. The Board unanimously voted Thomas Hynes as Chairperson and Patricia M. Swain as Vice-Chairperson.

Chairperson Thomas G. Hynes and Vice-Chairperson Patricia M. Swain accepted the position of Chairperson and Vice-Chairperson.

At 4:17P.M. Chairperson Hynes suspended the regular meeting and the Board entered into an Executive Session to discuss additional items.

At 5:45P.M. the regular meeting was reconvened.

There being no further business before the Board, at 5:50PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner Diane Hutchinson 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 Thomas White	(Yes)
Commissioner Diane Hutchinson	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR