

Housing Authority of the City of Cape May

REGULAR MEETING

January 23, 2017

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the January 23, 2017, 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 this 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 December 19, 2016 Regular Meeting Minutes.

Commissioner Diane Hutchinson made the Motion, seconded by Vice-Chairperson Patricia M. Swain to accept the December 19, 2016, Regular Meeting Minutes.

The following vote was taken to approve the December 19, 2016 Regular Meeting Minutes.

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	(Abstain)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 3-month Financial Report as submitted by the Accountant. The bottom line for the three months ending December 31, 2016 showed a profit of \$3,505. Ms. Avena advised the Board the Operating Subsidy for 2017 has been approved. The 2017 subsidy is estimated to be \$321,725.00; the 2016 subsidy was \$345,097.00, difference of \$23,362.00. Although the subsidy is less than last year the 2017 funding amount is in line with the budget for this fiscal year.

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>	Money Market (Sturdy Bank)
\$282,009.25	
<u>TOTAL</u>	<u>\$282,009.25</u>

Energy Savings:

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

SECURITY CAMERAS:

On January 23, 2017 the Authority received a video camera proposal and recommended options for the Cape May Housing Authority. The proposal includes the installation of equipment and the tie in of the current equipment at a cost of \$5,700.00. The Vector Comprehensive Service Program would provide all labor and parts necessary to service the system due to defects in the system and ordinary wear and tear, the Annual Service Agreement cost is \$570.00.

The Housing Authority Maintenance Contract with MTS has expired and the Company has submitted a bill in the amount of \$2,900.00 to continue the Agreement for another year.

Chairperson Thomas G. Hynes called for a Motion to approve awarding a one-year contract to Vector Security. Vice-Chairperson Patricia M. Swain made a Motion to approve the motion, seconded by Commissioner Frank Acker. The Board unanimously approved the motion with the proviso that the Authority firm up the conditions of the contract warranty.

JCP&L:

On January 10, 2017 the Authority received a second notice invoice from New Jersey Department of Environmental Protection Annual, Site Remediation Fee in the amount of \$880.00. The Authority has not paid this bill and Michael Poland by e-mail dated January 16, 2017 is recommending we contact NJDEP to explain our scenario about the innocent purchaser defense.

Attorney Gabage updated the Board as follows: He has been in contact with the JCP&L Attorney and they are continuing to work with the Authority. He believes that JCP&L will pay this bill. He also indicated that the Authority should again meet with officials of the City of Cape May to determine if they are going to continue to provide support on this matter. However, Attorney Gabage cautioned that although in the future there may be some disagreement on who contaminated the site. Since it is on Authority property ultimately the Authority is going to be responsible for rectifying the situation.

OPRA REQUEST:

History: OPRA – another OPRA request was submitted to CMHA via email. It was responded to immediately; however, not to the satisfaction of the requestor. They filed a complaint and Attorney Gabage was able to postpone the Order to Show Cause.

Attorney Gabage again contacted Attorney Donald M. Doherty and was able to settle the matter. The Authority mailed the requested documents and issued a check to Attorney Doherty in the amount of \$3,308.54.

ANNUAL AUDIT:

The Annual Independent Audit for FYE 9/30/2016 was completed on January 11, 2017. The Auditors are waiting on GASB information from the State Pension Fund which is needed to complete the Audit.

HUD-SMOKING BAN FOR ALL PUBLIC HOUSING PROPERTIES:

By notice dated December 6, 2016 Lourdes Castro Ramirez announced on December 5, 2016 that HUD took a major step towards improving the health and safety of public resident by publishing its final rule instituting Smoke-Free Public Housing. The rule prohibits lit tobacco products in units, common areas, PHA administrative offices, and all areas within 25 feet of the buildings. The final rule is effective 60 days after publication, on February 3, 2017, and allows PHAS’s 18 months to fully implement the policy.

The Authority issued a notice to all residents on January 19, 2017 indicating that the Authority will begin to implement this ban within the next few months. Any questions or comments were solicited by same notice.

RESIDENT COUNCIL:

On December 29, 2016, the ED sent a letter to the Broad Street Residents inquiring about interest in establishing a Resident Council. They were asked to respond by January 27, 2017. To date, CMHA has not received any responses.

NEW JERSEY CLEAN ENERGY PROGRAM:

CMHA submitted an application by letter dated January 6, 2017 to the State of New Jersey. The State has requested additional information.

Miscellaneous:

1. The maintenance staff has signed up for mandatory JIF training throughout the calendar year.
2. APM was awarded the Pest Control contract for one year.
3. Willie Hicks, our PT Maintenance Employee, is recovering nicely from lung surgery.
4. A Broad Street resident is disputing the latest rent calculation. A grievance hearing is scheduled for January 31, 2017.

Resolutions:

#2017-01 – A Resolution Approving January 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)

#2017-02– A Resolution Approving Executive Session

Not Needed

#2017-03 – A Resolution Approving Risk Management Consultant

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 Keith Lafferty. 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)

#2017-04 – A Resolution Approving MTS Security Camera System Agreement

The Resolution was not approved.

There being no further business before the Board, at 5:00PM 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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Diane Hutchinson	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR