

Housing Authority of the City of Cape May

REGULAR MEETING

April 17, 2017

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the April 17, 2017, 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 Patricia Hodgetts
Commissioner Dr. Keith Lafferty (via telephone)

Commissioner Diane Hutchinson was not present at this meeting.

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 and Linda Avena, from Avena CPAs.

Chairperson Thomas G. Hynes noted that there were no members of the public 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 March 20, 2017 Regular Meeting Minutes.

Commissioner Thomas White made the Motion, seconded by Vice-Chairperson Patricia Swain to accept the March 20, 2017, Regular Meeting Minutes.

The following vote was taken to approve the March 20, 2017 Regular Meeting Minutes.

Chairperson Thomas G. Hynes (Yes)
Vice-Chairperson Patricia M. Swain (Yes)
Commissioner Thomas White (Yes)
Commissioner Patricia Hodgetts (Yes)
Commissioner Dr. Keith Lafferty (Yes)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 6-month Financial Report as submitted by the Accountant. The bottom line for the four months ending March 31, 2017 showed a loss of \$12,260.00.

ANNUAL AUDIT:

The E.D. advised the Board that the Auditors are waiting on the GASB Report from the Pension Fund in order to complete the audit.

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

Energy Savings:

The energy savings for this month was approximately \$2,336.88 or 21.85%

JCP&L:

On March 22, 2017, JCP&L issued a check to the Housing Authority in the amount of \$1,765 to cover the February 2017 legal fees and the \$880.00 bill from the New Jersey Department of Environmental Protection Annual site Remediation Fee.

On Monday, April 17, 2017, JCP&L Representative advised the E.D. that they will continue to reimburse the Authority for legal fees associated with this issue.

The CMHA and CMDPW have to now schedule with JCP&L to lay gravel by the shed on Osborne Court.

Additionally, JCP&L will be preparing a draft notice to be distributed to the residents concerning the conditions for gardening and planting.

SMOKE-FREE:

The E.D. has developed a timeline to implement the HUD Smoke-Free Rule. In conjunction with Kimberly Burns, Atlantic Prevention Resources – Tobacco Free for a Healthy NJ/Southern Regional Coordinator, a meeting had been scheduled for March 31, 2017 for all residents.

The meeting was held on March 31, 2017 and was well received by the residents who attended the meeting. Most of the residents understand the need for implementation of the Smoke-Free Rule. The Authority will begin to distribute the Smoke-Free Policy and the required Lease Addendum in May 2017. Another meeting will be scheduled for additional training and information on smoke-free programs in May.

TRAINING:

The E.D. attended the NJNAHRO Annual Conference on April 2-5, 2017 which included the RAD Project Based Voucher Training.

The E.D. explained at this time the Authority is not looking to do vouchers for the RAD conversion because of the associated complications to implement this type of program. The other alternative is Project Based Residential Assistance. It would be project based Section 8, without vouchers.

LAWN CARE SERVICES:

The Authority received two proposals for the 2017 season, to be utilized on an as-needed basis as follows:

<u>NAME OF BIDDER</u>	<u>WORK TO PERFORM</u>	<u>PRICE</u>	<u>TOTAL PER CUT</u>
Coastal Landscaping Rio Grande NJ	Lawn Maintenance; All 3 Courts Price per cut (includes edging) (Estimate 15 cuts per season) Spring clean-up clean out planter beds. Trim all plants, remove trimmings. Edge all planter beds, apply weed control & fertilize all plants, spread mulch.	\$1,650.00 \$24,750.00 \$5,907.00	\$1,650.00
Murphy's Lawn Care	Mowing, trimming, cleanup sidewalks 3 Courts Edge all sidewalks all 3 courts	\$950.00 \$250.00	\$1,235.00

The Board was asked to approve a Resolution awarding the work to Murphy's Lawn Care, the lowest responsive, responsible bidder.

VAWA:

In accordance with HUD Regulations the Authority has issued a Lease Addendum to all residents concerning the updated provisions of the Violence Against Women Act. The Authority has also, in accordance with HUD Regulations, developed an Emergency Transfer Policy.

COMMISSIONER TRAINING:

New Commissioners need to begin to schedule further training from the Rutgers Spring Catalog.

Miscellaneous:

1. The Church of the Advent provided Acme Gift Certificates to all residents for the Easter Holiday.

Resolutions:

#2017-16 – A Resolution Approving April 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 Patricia Hodgetts. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

#2017-17– A Resolution Approving Executive Session

Not Needed

#2017-18 – A Resolution Approving Lawn Care 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 Patricia Hodgetts. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

#2017-19 – A Resolution Approving VAWA Lease Amendment

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 Thomas White	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

There being no further business before the Board, at 4:30PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia M. Swain made the Motion; seconded by Commissioner Patricia Hodgetts and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR