

# Housing Authority of the City of Cape May

## REGULAR MEETING

**February 27, 2017**

At 4:00 PM, Vice-Chairperson Patricia M. Swain **Called to Order** the February 27, 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:

Vice-Chairperson Patricia M. Swain  
Commissioner Frank Acker  
Commissioner Diane Hutchinson  
Commissioner Dr. Keith Lafferty (via telephone)  
Commissioner Patricia Hodgetts

Chairperson Thomas G. Hynes and Commissioner Thomas White were 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.

Vice-Chairperson Patricia M. Swain noted that there were two individuals present, Ms. Jackie/Julia Carter, resident #21 Broad Street Court and Ms. Linda Towns, Ms. Carter's Advocate.

Vice-Chairperson Patricia M. Swain read the "**Statement of Compliance – Sunshine Law**" and led the Pledge of Allegiance.

Following the roll call of Commissioners, Vice-Chairperson Patricia M. Swain declared there was a quorum present.

Vice-Chairperson Patricia M. Swain called for a Motion to accept the January 23, 2017 Regular Meeting Minutes.

Commissioner Frank Acker made the Motion, seconded by Commissioner Diane Hutchinson to accept the January 23, 2017, Regular Meeting Minutes.

The following vote was taken to approve the January 23, 2017 Regular Meeting Minutes.

Vice Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Laffety	(Yes)
Commissioner Patricia Hodgetts	(Yes)

### **ACCOUNTANT'S REPORT:**

The Accountant's Report – The Board reviewed the 4-month Financial Report as submitted by the Accountant. The bottom line for the three months ending January 31, 2017 showed a loss of \$15,849.00 Ms. Avena advised the Board that the loss was due to several reasons, the higher electric costs last month, snow removal costs, and additional maintenance costs for the refurbishing of several units.

### **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><b>MONEY MARKET</b></u>	
<u><b>TOTAL</b></u>	
\$282,009.25	Money Market (Sturdy Bank)
<u><b>TOTAL</b></u>	<u><b>\$282,009.25</b></u>

**Energy Savings:**

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

**SECURITY CAMERAS:**

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.

The Site Manager clarified the conditions of the contract warranty with Vector Security. The Authority has entered into a one-year agreement with Vector Security with an adjusted cost of \$6,950.00 for the installation and tie-in with the existing equipment. The Annual Service Agreement cost will remain at \$570.00 (\$47.50 per month).

On February 28, 2017, the Vector Security Company completed the first phase of the work and the majority of the cameras are up and running.

**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.

On January 10, 2017, Chairperson Thomas Hynes and Carol Hackenberg met with representatives of JPC&L, Kelly Henry and Anna Sullivan, concerning Environmental Issues/Osborne Court Site. JCP&L has suggested another meeting with Mayor Chuck Lear, Frank Corrado, Esq., Acting City Manager, Neil Young and other City Officials concerning the soil contamination and the various ways to proceed. The Authority is still awaiting a response from Mayor Chuck Lear concerning the scheduling of this meeting.

Attorney Gabage advised the Board that JCP&L will pay the first \$880.00 New Jersey Department Environmental Protection Annual Site Remediation Fee; however they will not pay any future bills.

**OPRA REQUEST:**

On February 14, 2017, CMHA received another OPRA request. This one came via email from "The American Transparency Project" in Boca Raton, Florida. The ED responded to the request on February 15, 2017. The Authority received an e-mail from Ms. Cunningham on February 17, 2017 stating the records that were provided completed the request.

**NEW JERSEY CLEAN ENERGY PROGRAM:**

CMHA has been awarded a \$1,700.00 “estimated incentive” by NJ’s Clean Energy Program. It has been sent to Mr. Gabage for review.

**LAFAYETTE, OSBORNE & BROAD STREET REPAIR OF FLOORS:**

Inter-Coastal repaired the floors in #19 Lafayette Street Court, #14 Osborne Court and #16 Broad Street Court. All of the floors had sagging and water-damaged tiles; the work was completed for a flat proposed rate of \$950.00.

Ocean Construction did the flooring repair in #14 Lafayette Court and other refurbish work including a new exterior railing for a fee of \$2,544.00.

**DEMOLITON OF SHED ON BROAD STREET:**

The Authority received three bids to demolish a concrete and wood shed and remove all debris at Broad Street Court adjacent to the R.R. tracks as follows:

<b>COMPANY</b>	<b>WORK</b>	<b>PRICE</b>
Inter-Coastal Flooring	Demo of concrete and wood shed and remove all debris at Broad Street Court.	\$750.00
	Install chain link fence and 3 posts.	\$450.00
M.A.W. Builders, Inc.	Remove shed from premises, entire shed and its belongings; remove same. Limited availability	\$750.00
Ocean Construction	Demolish 6 x 12 trash bin shed and dispose of all materials and clear site of all debris.	\$2,500.00

On February 15, 2017 Inter-Coastal completed the work.

**Miscellaneous:**

1. CMHA has terminated the contract with MTS; Bob Merchant has advised that they will be billing the Authority for work that was performed before the contract was cancelled.
2. The E.D. is beginning preparations to complete the Annual Plan.
3. The Authority is scheduled to have a REAC inspection this year, it is anticipated that it will be done in September or October 2017.
4. A tenant on Broad Street Court has received an Eviction Notice for breach of Agreement.

**Resolutions:**

**#2017-05 – A Resolution Approving January Monthly Expenses**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

- Vice-Chairperson Patricia M. Swain (Yes)
- Commissioner Frank Acker (Yes)
- Commissioner Diane Hutchinson (Yes)
- Commissioner Dr. Lafferty (Yes)
- Commissioner Patricia Hodgetts (Yes)

**#2017-06– A Resolution Approving Executive Session**

Not Needed

**#2017-07 – A Resolution Approving Vector Security to Perform Security Camera Work**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Commissioner Patricia Hodgetts. The following vote was taken:

Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Patricia Hodgetts	(Yes)

**#2017-08 – A Resolution Approving Installation New Floors Lafayette, Osborne & Broad Street Courts**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Frank Acker made a Motion to approve the resolution, seconded by Commissioner Patricia Hodgetts. The following vote was taken:

Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Patricia Hodgetts	(Yes)

**#2017-09 – A Resolution Approving Demolition of a Shed on Broad Street Court**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Commissioner Patricia Hodgetts. The following vote was taken:

Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Patricia Hodgetts	(Yes)

**#2017-10 – A Resolution Approving Reimbursement of Medicare Part B Premiums to Retirees**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Patricia Hodgetts	(Yes)

**#2017-11 – A Resolution Approving Vacation Time**

Vice-Chairperson Patricia M. Swain called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Patricia Hodgetts	(Yes)

Ms. Jackie/Julia Carter, resident #21 Broad Street Court, and her Advocate, Ms. Linda Towns, addressed the Board concerning her eviction notice as follows:

Ms. Carter indicated that she has been a long time resident of the Cape May Housing Authority, in fact she grew up here. She has raised a family here including her sister's 3 children and her own 3 children. She is currently residing with William Vasser who has numerous medical issues including the loss of two kidneys and is required to go to dialysis two times a week. She is caring for him on a full time basis plus she has medical issues of her own which requires many doctor appointments.

Ms. Carter stated she has complied with the Community Service requirements for all months except January & February and that she has documents to prove this even though there are no dates on the documents. She further reiterated that Ms. Harris, who was completing the forms, will not do this anymore because of the letter she received from the Housing Authority asking for verification of the information; Ms. Harris was afraid she was getting into trouble.

Ms. Towns told the Board that she has arranged for Ms. Carter to perform volunteer work at her church and Ms. Towns will ensure that Ms. Carter performs this service on a monthly basis.

Attorney Gabage provided a brief synopsis of the events that occurred with Ms. Carter which resulted in the eviction; he also indicated that the Authority had followed all of the proper procedures and Ms. Carter has had issues with several of the Housing Authority staff. Mr. Gabage also advised the Board that the Commissioners duties are limited with respect to the enforcement of the provisions of the Lease as that is the sole responsibility of the Executive Director.

The Board agreed that the Executive Director will make the final decision on the matter.

The Executive Director, on behalf of the Chairperson, asked the Board for volunteers to sit on the Buildings & Grounds Committee and to form a Personnel Committee.

There being no further business before the Board, at 5:15PM Vice-Chairperson Patricia M. Swain called for a Motion to **adjourn the meeting**. Commissioner Frank Acker made the Motion; seconded by Commissioner Diane Hutchinson and the following vote was taken:

Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Dr. Lafferty	(Yes)
Commissioner Diane Hutchinson	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR