

Housing Authority of the City of Cape May

REGULAR MEETING

March 20, 2017

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the March 20, 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 Frank Acker
Commissioner Diane Hutchinson
Commissioner Patricia Hodgetts

Commissioner Dr. Keith Lafferty 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 February 27, 2017 Regular Meeting Minutes.

Commissioner Frank Acker made the Motion, seconded by Commissioner Diane Hutchinson to accept the February 27, 2017, Regular Meeting Minutes.

The following vote was taken to approve the February 27, 2017 Regular Meeting Minutes.

Chairperson Thomas G. Hynes	(Abstain)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Thomas White	(Abstain)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 5-month Financial Report as submitted by the Accountant. The bottom line for the three months ending February 27, 2017 showed a loss of \$15,264.00.

ANNUAL AUDIT:

The ED 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%

SECURITY CAMERAS:

On February 28, 2017, the Authority received a Proposal from Vector Security to install replacement cameras on Lafayette Court. The installation price for the system including parts, labor and training time is \$2,860. Additionally there will be a charge for an Annual Service Agreement at a cost of \$286.00 which begins after the first year.

JCP&L:

On Thursday, March 16, 2017 a meeting was held with officials from the City of Cape May, representatives from JCP&L, Carol Hackenberg, Thomas G. Hynes and Attorney Gabage. The purpose of the meeting was to update the new administration on the environmental issues on Osborne Court. The new administration will continue to maintain its support to the Housing Authority in resolving this issue.

Attorney Gabage indicated that there will be some work done on the Osborne site where there is an environmental issue. Specifically the area will have some reseeding of grass along with the layering of rock and gravel. This should adequately deal with the issue. Attorney Gabage also advised the Board that there is a possibility that JCP&L will offer a monetary settlement to deed the affected portion to JCP&L.

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 has been scheduled for March 31, 2017 for all residents.

The Authority has developed a Smoke-Free Housing Policy. The Authority anticipates implementing the Smoke-Free Policy as of September 2017. The ED advised JIF of the new policy and they have advised that there will not be any reduction in insurance premiums.

TRAINING:

The Maintenance Staff attended training on March 17, 2017. The E.D. will be attending the NJNAHRO Annual Conference April 2-5 2017 at which time she will be attending training on RAD Project Based Voucher Occupancy.

PENSION:

The Authority has received the annual assessment for contributions from the Public Employees Retirement System in the amount of \$23,131.00 to be paid in April 2017.

LAWN SERVICES:

The Authority will be soliciting proposals for landscaping services on an “as needed” basis.

Miscellaneous:

1. New Commissioners will continue to schedule further training.
2. The ED is meeting with the Senior Resident Council on March 22, 2017 to discuss the Annual Plan and the implementation of the Smoke-Free Rule and other HUD-rule updates to Policies.

Resolutions:

#2017-12 – A Resolution Approving March 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 Thomas White	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)

#2017-13– A Resolution Approving Executive Session

Not Needed

#2017-14 – A Resolution of Compliance N.J.S.A. 40A:12A-46 & N.J.A.C. 5:44-2.4

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 Diane Hutchinson. 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 Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)

#2017-15 – A Resolution Approving Vector Security to Replace Security Cameras on Lafayette 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 Diane Hutchinson. 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 Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)

There being no further business before the Board, at 4:45PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting.** Commissioner Frank Acker made the Motion; seconded by Vice-Chairperson Patricia Swain and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR