

### **3 Housing Authority of the City of Cape May**

#### **REGULAR MEETING**

**May 15, 2017**

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the May 15, 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 Frank Acker  
Commissioner Patricia Hodgetts  
Commissioner Dr. Keith Lafferty  
Commissioner Diane Hutchinson

Commissioner Thomas White was not present at the 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, Linda Avena, from Avena CPAs and Steven N. Kutsuflakis from Barbacane, Thornton & Company LLP.

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 April 17, 2017 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Frank Acker to accept the April 17, 2017, Regular Meeting Minutes.

The following vote was taken to approve the April 17, 2017 Regular Meeting Minutes.

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

#### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 7-month Financial Report as submitted by the Accountant. The bottom line for the seven months ending April 30, 2017 showed a loss of \$19,365.00. It was noted that the Authority would need to reduce costs over the next 5 months in order to avoid a deficit at the end of the fiscal year. Ms. Avena also noted that the Authority drew down the remaining Capital Fund for the year.

**ANNUAL AUDIT:**

Steven N. Kutsuflakis presented the Board with a copy of the DRAFT – FOR DISCUSSION PURPOSES ONLY, Report on Audit of Financial Statements and Supplementary Information dated September 30, 2016.

Mr. Kutsuflakis noted that there were no findings of any deficiency in internal controls. He is also noted that the Authority’s Proportionate share of the Net Pension Liability increased over last year from 0.0025% to 0.0026% for a total liability of \$758,376 versus 2015 liability of \$561,871.

**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:

**MONEY MARKET**

**TOTAL**

\$282,196.29

Money Market (Sturdy Bank)

**TOTAL**

**\$282,196.29**

**Energy Savings:**

The energy savings for this month was approximately \$1,378.70 or 22.11%

**HUD FUNDING:**

The NAHRO News of the FY 2017 Omnibus Analysis: Public Housing reports – it is estimated that the HUD Operating Subsidy for 2017 will be calculated at 83.8%; however it is estimated that the Capital Funding may be calculated at a slightly higher amount.

**REMEDATION (JCP&L):**

On Tuesday, May 2, 2017 JCP&L repaired the light post on Osborne Court, they had damaged many years ago.

The CMHA and CMDPW are in the process of working with JCP&L to schedule the work to lay gravel by the shed on Osborne court. JPC&L will be providing the recommended geo-textile underlayment. The work was performed on Tuesday, May 9, 2017.

**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 second meeting is scheduled for May 18, 2017.

The Housing Authority will be distributing the Smoke-Free Policy to all residents this month, and the Lease Addendum in June 2017. The Authority will also be posting Smoke-Free signage throughout the properties, which the State of New Jersey will be providing to the Authority.

**COMMISSIONERS’ E-MAIL:**

Attorney Gabage recommended that the Commissioners maintain separate e-mail accounts for Housing Authority business.

**TRAINING:**

The Maintenance Staff will be attending JIF training on May 15, 2017 in Upper Township and the E.D. and the Site Manager will be attending local FEMA training on May 16, 2017 in Ocean City.

**WEED/VEGETATION CONTROL:**

The Authority received three bids as follows:

<b><u>COMPANY</u></b>	<b><u>ITEM</u></b>	<b><u>PRICE</u></b>
Murphy’s Lawn Care	Application of weed/vegetation control to the rear fence line along the back parking lot Broad Street Court	\$385.00
Avalon Weed & Insect Control	Broad Street Court – spray entire back fence	\$400.00
Menear’s	Apply roundup and also to spray poison ivy killer to any poison ivy complex.	\$250.00
Coastal Landscaping	Weed control treatment-spraying along property line. Weed control treatment – poison ivy control	\$200.00 \$350.00 (est.) \$75.00/hour-2 hour minimum.

The Board was asked to approve a Resolution awarding the work to Menear’s, the lowest responsive, responsible bidder.

**SECURITY CAMERAS:**

On Wednesday, May 3, 2017 Vector Security completed the camera work for the Authority; they also downloaded the security software at the City of Cape May Police Department to view the security cameras.

**HUD DEPUTY REGIONAL ADMINISTRATOR:**

On Friday, May 26, 2017 Cory Chu, Contractor Industrial Relations Specialist, will be on site to conduct a labor standards compliance review. The purpose of the review is to evaluate the agency’s capacity and performance in the administration and enforcement of Federal Labor standards requirements.

**COMMISSIONER TRAINING:**

New Commissioners need to begin to schedule further training from the Rutgers Spring Catalog, Summer Catalog is not yet available.

**SOLAR PROJECT:**

The E.D. distributed copies of the August 22, 2016 Solar Project prospectus from National Energy Partners, LLC for review. The matter will be discussed at the next Board Meeting.

**Miscellaneous:**

1. The Authority is reviewing the possibility of implementing “assigned” parking on Lafayette Court, per the request from the residents.
2. The Authority issued a notice to the Osborne Court Residents concerning planting gardens on that Court, with instructions for raised bed planting.
3. The Authority issued the yearly window guard notice to residents on Broad Street Court.
4. The Authority issued a notice to All Residents concerning the need to discontinue calls to the City of Cape May Police Department for “lockouts”.
5. The E.D. discussed preparations for the flower garden to be planted in memory of Jean Capilli, the former Resident Commissioner. A small commemorative plaque will be ordered for the garden. The Resident council will be doing the planting.

**Resolutions:**

**#2017-20 – 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 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 Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

**#2017-21– A Resolution Approving Executive Session**

Not Needed

**#2017-22 – A Resolution Approving Smoke-Free Policy**

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 Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

**#2017-23 – A Resolution Approving Drug/Alcohol Abuse Policy**

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 Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

**#2017-24 – A Resolution Approving Amendment to the Five-Year Annual Agency Plan**

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

**#2017-25– A Resolution Approving Weed Control Services Broad Street 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 Patricia Hodgetts. 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 Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

There being no further business before the Board, at 5:07PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia M. Swain made the Motion; seconded by Commissioner Frank Acker and 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 Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR