

Housing Authority of the City of Cape May

REGULAR MEETING

November 20, 2017

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

Commissioner Thomas White was absent from 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, of Avena CPA's.

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 October 16, 2017 Regular Meeting Minutes.

Commissioner Diane Hutchinson made the Motion, seconded by Vice-Chairperson Patricia Swain to accept the October 16, 2017, Regular Meeting Minutes.

The following vote was taken to approve the October 16, 2017 Regular Meeting Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 1-month Financial Report as submitted by the Accountant. The bottom line for the one month ending October 1, 2017 showed a profit of \$6,233.00.

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

\$282,527.38

Money Market (Sturdy Bank)

TOTAL

\$282,527.38

Energy Savings:

The energy savings for this month was approximately \$961.76 or 17.32% (average for the fiscal year about 19%).

On November 17, 2017 the E.D. submitted a letter to HUD indicating that the Authority would like to apply for their share of the 50% cost savings incentive offered through the RRI (Rate Reduction Incentive) as defined in HUD PIH Notice 2014-18. On November 29, 2017 the Authority received a response from the ORFO Energy Center which stated the matter had been referred to the PHMOD Field Office.

RAD APPLICATION:

By e-mail dated June 12, 2017 from RADapplications@HUD.gov the Authority was advised that” given your position on the waiting list, HUD has determined that it is able to make awards to the Cape May Housing Authority following successful submission of a RAD application, Portfolio Award, or Multi-Phase Award. The Authority, following the Federal Register Notice, must submit a completed RAD Application, Portfolio Award or Multi-phase Award for the number of units identified in the Letter of Interest (Lafayette and Osborne and Broad Street Ct 30). Failure to do so will result in a forfeiture of the Authority’s position on the waiting list and they would need to reapply if they are still interested in participating in RAD”. It is understood the initial approval is for the 30 family units, per the CMHA’s request.

The RAD Application was submitted on October 20, 2017. By e-mail dated October 23, 2017 HUD acknowledged receipt of the application. The e-mail also indicated that the application will be placed on a RAD waitlist because the number of Public Housing unit that RAD may convert through the RAD program, is currently capped by Congress at 225,000 units.

COMMISSIONER:

Dr. Lafferty and Diane Hutchinson have completed the entire required Commissioner training; Ms. Hodgetts must complete two more courses.

REAC INSPECTION:

On Wednesday, September 27, 2017 the HUD/REAC Inspection was performed on all 3 courts and the Administrative Office Building. A total of 18 buildings and 21 units were inspected. The Authority was issued one Exigent Health & Safety (EH&S) violation – Missing Breakers/Fuses (Electrical System) and this violation was rectified within the required twenty-four hours.

On October 18, 2017 the Housing Authority appealed several items from the September 27, 2017 Inspection, specifically the Electrical System in the Lafayette Office, the issue with the dryer vent at #3 Broad Street and the issue regarding the exterior building (bricks).

On November 2, 2017 the Housing Authority received a response on their appeal; REAC removed the points for the Broad Street exterior (bricks) issue resulting in a revised score of 85c.

WATER/SEWER:

Currently there is a City of Cape May Ordinance that provides for a flat rate for water/sewer usage equal to the sum of \$80,000.00 beginning in the 2011 calendar year, based on existing conditions at that time. It also states that “Beginning in the 2012 calendar year and continuing for each calendar year thereafter, the rate will increase by two percent annum, subject to further adjustments as determined by the Mayor and Council and implemented by ordinance from time to time”. (Note: current quarterly payment is up to \$22,523.25/\$90,093.00 annually).

On October 17, 2017 the E.D. wrote to Mayor Clarence F. Lear III requesting a meeting to discuss the possibility of revising the Ordinance. The Authority is awaiting a response from the Mayor.

EMEX CONTRACT (Electrical Savings):

This contract is scheduled to expire in December 2017; at this time the Authority may not be renewing this contract, since the financial savings on utility costs are driving down the HUD subsidy, which will hurt our chances of financially achieving a feasible RAD proforma. The Board will need to decide.

The E.D. suggested that the Board review the possibility of the Authority again participating in an energy auction.

SNOW REMOVAL:

The Authority received two proposals for the 2017-2018 Snow Removal Contract, one from Coastal Landscaping and the other from Murphy’s Lawn Care. The Board was asked to approve a Resolution awarding the work to Murphy’s Lawn Care & Landscaping as the lowest responsive, responsible bidder.

TENANT ISSUES:

Both Tenant issues have been resolved; one Tenant will be transferring to the Broad Street Family Unit. Regarding the other issue Judge Callinan held a follow up hearing and at this time the Tenant will remain in the Lafayette Unit under the condition that she is to continue utilizing outside services provided by Horizon and Meals on Wheels.

MISCELLANEOUS:

1. The E.D. advised the Board that the Marsh & McLellan contract renewal for January 2018 will be presented at the next month’s Board Meeting.
2. The E.D. advised the Board that the Annual Independent Audit is scheduled to begin Monday, December 4, 2017.

Resolutions:

#2017-49 – A Resolution Approving November Monthly Expenses

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia M. Swain. 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)

#2017-50– A Resolution Approving Executive Session

There was no requirement for an Executive Session

#2017-51 – A Resolution Approving Snow Removal

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.

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 4:45PM 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