

Housing Authority of the City of Cape May

REGULAR MEETING

October 16, 2017

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the October 16, 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 (via telephone)

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 and Richard B. Ginnetti from The Brooke Group.

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 September 18, 2017 Regular Meeting Minutes.

Commissioner Diane Hutchinson made the Motion, seconded by Commissioner Patricia Hodgetts to accept the September 18, 2017, Regular Meeting Minutes.

The following vote was taken to approve the September 18, 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)
Commissioner Thomas White	(Abstain)

ACCOUNTANT'S REPORT:

The Accountant's Report – The Board reviewed the 12-month Financial Report as submitted by the Accountant. The bottom line for the twelve months ending September 30, 2017 showed a profit of \$12,287.00.

The Accountants will be preparing the final year-end statement by the next Board Meeting.

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 **\$282,432.47**

Energy Savings:

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

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.

Mr. Ginnetti reported that the two required meetings with the Broad Street Residents were held on September 28, 2017 and October 16, 2017. There were no attendees at the first meeting. At the meeting held today, October 16, 2017, there were five attendees. The residents were engaged, asked questions and were satisfied with the responses. The Residents understand that they will not be substantially affected by the RAD conversion. The RAD application will be submitted this week.

Additionally, the E.D. reported that on October 3, 2017 an Interest Letter was sent to HUD to convert the remaining 55 units on Lafayette and Osborne Courts.

Attorney Gabage suggested that the Board review the financial aspect of the RAD application to ensure that there is enough funding for the soft costs associated with the processing of the required documents after the application is approved. Additionally, to ensure there is enough income based on the new funding under the RAD Program. The ED assured the Board that the anticipated funding and the associated expenses have been addressed in the RAD application to be submitted to HUD. Each cost item is broken out individually in the application.

COMMISSIONER:

Dr. Lafferty is scheduled to attend Financial Issues and Procedures on November 14, 2017 in Atlantic City.

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.

The Authority plans to appeal this and another matter regarding “chipped bricks”.

It is anticipated that the Authority will continue to receive a rating of a “High Performer” in the overall PHAS (Public Housing Assessment System) score, even if the PASS (Physical Assessment Sub-System) is below a score of 90.

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).

Since it appears that the Authority, at this time, is paying more under the ordinance than it would be paying based on actual usage, the E.D. will be writing a letter to the City of Cape May requesting a meeting to discuss a revision to this Ordinance and the automatic annual 2% increase.

OPEN ENROLLMENT:

Open enrollment commences on October 2, 2017 and closes on October 31, 2017. There are no changes to the current medical plans. Employee contributions will be increased in July 2017.

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.

SNOW REMOVAL:

The Authority is in the process of soliciting quotes for this annual service.

TENANT ISSUES:

The Tenant in #30 Broad Street Court has vacated the unit. The unit is a 2-bedroom unit.

The Authority has two grievance hearings scheduled for October 10, 2017 involving housekeeping issues and the other pertaining to a housing use issues.

Resolutions:

#2017-47 – A Resolution Approving October Monthly Expenses

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Patricia Hodgetts made a Motion to approve the resolution, seconded by Commissioner 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)
Commissioner Thomas White	(Yes)

#2017-48– A Resolution Approving Executive Session

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Patricia Hodgetts 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)
Commissioner Thomas White	(Yes)

#2017-40 – A Resolution Approving Employee Wages

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

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)
Commissioner Thomas White	(Yes)

At 4:45pm Chairperson Thomas Hynes suspended the open public meeting and the Board entered into Executive Session to discuss Employee Wages.

At 5:00pm the open public meeting was reconvened; there was additional discussion on the RAD Program.

There being no further business before the Board, at 05:15PM 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 Frank Acker	(Yes)
Commissioner Diane Hutchinson	(Yes)
Commissioner Patricia Hodgetts	(Yes)
Commissioner Dr. Keith Lafferty	(Yes)
Commissioner Thomas White	

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR