

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

### **REGULAR MEETING**

**January 22, 2018**

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the January 22, 2018, 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 Diane Hutchinson  
Commissioner Thomas White was present via telephone conference.

Commissioner Dr. Keith Lafferty 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, and 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 December 18, 2017 Regular Meeting Minutes.

Following the Board's approval of a correction under Tenant Issues as suggested by Attorney Gabage, Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Frank Acker to accept the December 18, 2017, Regular Meeting Minutes.

The following vote was taken to approve the December 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 Diane Hutchinson	(Yes)
Commissioner Thomas White	(Yes)

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

The Accountant's Report – The Board reviewed the 3-month Financial Report as submitted by the Accountant. The bottom line for the three months ending December, 2017 showed a loss of \$1,078.00. Ms. Avena noted that the major overage in the budget was in the Sundry Account due to the payment of the final RAD Application bill.

#### **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>	Money Market (Sturdy Bank)
\$282,527.38	
<u><b>TOTAL</b></u>	<u><b>\$282,527.38</b></u>

**Energy Savings:**

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

On January 9, 2018 the Authority participated in the EMEX electricity reverse auction; there were 7 participants with varying time/price ranges. MPENERGY presented the lowest prices as follows:

12 Months	18 Months	24 Months
\$0.07502/kWh	\$0.7406/kWh	\$0.07224/kWh

Following the contract review by Charles Gabage, Attorney, the Authority signed the 24-month agreement @72.24/MWh.

**COMMISSIONER:**

Commissioner Patricia Hodgetts has been enrolled in the following courses – Ethics May 15, 2018 and Design Principles for Redevelopment March 3, 2018. After completion of these courses, Ms. Hodgetts will have completed all of the required Commissioner Training.

**RENTAL ASSISTANCE DEMONSTRATION (RAD):**

The Authority is awaiting a response from HUD concerning their Interest Letter to convert the remaining 55 units on Lafayette and Osborne Courts.

The CMHA is on the waiting list for a 30-unit conversion thus far, after having submitted the initial RAD application prepared by the Brooke Group.

**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).

The E.D. has spoken to the Mayor and is awaiting confirmation of a meeting date. However, the City Manager did send an email stating that Carl Behrs in the Cape May Water Department will perform a cost analysis and then a meeting will be scheduled with the CMHA.

**ENVIRONMENTAL:**

The State has issued the Annual Remediation Fee which was submitted to Attorney Gabage who has written a letter to JCP&L requesting that the bill be paid by them. Attorney Gabage is awaiting a response from JCP&L.

Payment of the invoice (Annual Remediation Fee) is still on hold status. Attorney Gabage wrote another letter to the DEP on 1/15/2018.

By e-mail, JCP&L has advised CMHA that they have commenced Phase 3 of their Remediation Project.

**COMPUTER SERVICES:**

The Board authorized the E.D. to renew the Contract with Express Computers in accordance with their proposal.

**TENANT ISSUES:**

An elderly tenant requested that the Authority widen her bedroom door since her new wheelchair doesn't fit through it. The maintenance staff explored the possibility of transferring the tenant to another unit but all of the units have the same door measurements as her current unit.

**ANNUAL AUDIT:**

The Annual Audit was conducted between December 4 and December 7, 2017. The Authority is awaiting the results of that audit.

**NO TESSPASS POLICY:**

At a City of Cape May Court hearing held on January 10, 2018 the Judge ruled that a tenant's boyfriend must abide by the Housing Authority's No Trespass Policy.

**COMPETITIVE PROPOSAL EVALUATION:**

The Competitive Proposal Evaluation has been updated to comply with HUD regulations.

**SNOW REMOVAL BILLING:**

On January 10, 2018 the Authority received a snow removal bill from Murphy's Lawn Care in the amount of \$13,745.00 for the shoveling, removal and clearing of snow from the January 4, 2018 snow storm.

Chairman Hynes requested a review of this bill by the Board of Commissioners. It was the general consensus of the Board that the bill was too high. Following a lengthy discussion the Board concluded that in the future the Authority will hold off on snow removal until the storm has ended. Also the Authority may rely on the local Fire and Police emergency workers to clear any unit entries in the event of an emergency. The E.D. stated that the housing authority had requested the contractor to create the emergency access for all units.

With respect to the amount of the billing Attorney Gabage suggested that the Authority contact the vendor and negotiate a reduction in the current bill.

**MISCELLANEOUS:**

1. The Authority has issued two eviction notices to Tenants for failure to pay rent.

**Resolutions:**

**#2018-01 – A Resolution Approving January Monthly Expenses**

Chairperson Thomas G. Hynes called for a Motion to approve the resolution to pay the January expenses except for the snow removal bill. 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 Thomas White	(Yes)

**#2018-02– A Resolution Approving Executive Session**

There was no requirement for an Executive Session

**#2018-03 – A Resolution Approving Risk Management Consultant**

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.

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

**#2018-04– A Resolution Approving Xpress Electronic Services**

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.

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

**#2018-05 – A Resolution Approving MPENERGY Contract**

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Frank Acker made a Motion to approve the resolution, seconded by Commissioner Diane Hutchinson.

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

**#2018-06 – A Resolution Approving Revision of Proposal Evaluation**

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Diane Hutchinson made a Motion to approve the resolution, seconded by Commissioner Patricia Hodgetts.

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

**#2018-07– A Resolution Approving HUD 2018 Operating Subsidy**

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.

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

There being no further business before the Board, at 4:50PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner Diane Hutchinson 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 Thomas White	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR