

Housing Authority of the City of Cape May

REGULAR MEETING

January 25, 2016

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the January 25, 2016 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 Jean Capilli
Commissioner Thomas White (Absent)

Commissioner-Designee, Dr. Keith Lafferty, was present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Linda Avena, from Avena CPA's (via telephone), Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman (via telephone).

Chairperson Thomas G. Hynes noted that there were no members of the public present 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 21, 2015 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Frank Acker to accept the December 21, 2015 Regular Meeting Minutes.

The following vote was taken to approve the December 21, 2015 Regular Meeting Minutes.

Chairperson Thomas G. Hynes (Yes)
Vice Chairperson Patricia M. Swain (Yes)
Commissioner Jean Capilli (Yes)
Commissioner Frank Acker (Yes)
Commissioner Thomas White (Absent)

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 month ending December 31, 2015 shows a profit of \$9,570.

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>	
\$281,450.06	Money Market (Sturdy Bank)
<u>TOTAL</u>	<u>\$281,450.06</u>

Energy Savings:

The energy savings for this month was approximately \$1,079.17 or 19.70%

Commissioners:

The ED reported that the Authority is still awaiting a response from the Governor’s office concerning the appointment of Dr. Lafferty to the Board of Commissioners. Commissioner Thomas G. Hynes has written additional correspondence to the Governor’s Office in an effort to get this matter resolved.

Chairperson Thomas G. Hynes asked the Board to approve placing Dr. Keith Lafferty’s name as a replacement for Commissioner Tony Williams with the City of Cape May. The Board approved this recommendation.

The E.D. has submitted the necessary documents to the City of Cape May Municipal Clerk and the Cape May City Manager for the appointment of Dr. Lafferty as a Commissioner. A “Best Practices” session is scheduled for Tuesday, February 2, 2016 at the City Council Meeting. The new Commissioner appointment can then be discussed.

COURT HEARING:

On Monday, November 30, 2015, the E.D. and the Maintenance Staff attended a court hearing concerning an eviction based on the prior Municipal Court Hearing of November 18, 2015. Because of a technical legal issue the November 30th hearing will be re-scheduled.

The tenant has been given notice to vacate the unit before January 31, 2016, or the eviction process will proceed.

CITY OF CAPE MAY:

Bruce MacLeod, Administrator, has requested a Best Practice Meeting with the E.D. The intent of the Best Practices regarding Authorities by the municipal governing body is to confirm efficient operating status of each Authority and a line of communications with the governing body. They will need a copy of the last two budgets, how the funding stream is created, a copy of the last two audits, a list of Board members, and a list of the meeting dates for the last two years. All of this information is available on the Cape May Housing Authority Website.

CONGRESS APPROVES TRIENNIAL RECERTIFICATION:

The bill permits families with 90 percent of their income coming from a fixed-source to undergo triennial recertification, as opposed to annually. The Authority, for the time being, will continue with Annual reviews so that any increases in income can be recorded.

HUD OPERATING SUBSIDY:

HUD has released the Operating Fund Subsidy Submission Schedule. It is anticipated that the Authority should know the amount of the subsidy sometime in April 2016. Last year’s formula closed out at 85.36% final proration.

ANNUAL AUDIT:

The Annual Independent Audit for FYE 9/30/2015 has been completed and a representative Accountant will be at the February 2016 meeting to discuss the Audit Report and the need for additional audit work due to the State’s Pension System and “GASB68”.

HUD PROPOSED RENT DETERMINATION DEDUCTION CHANGES:

1. Proposal to change the dependent deduction from \$480 to \$525
2. Reduce Child Care Deduction by 5%
3. Medical Deductions – elderly & disabled from 3% to 10%

PET POLICY:

In accordance with the direction from Attorney Gabage, the Authority has revised the Cape May Housing Authority Pet Policy. The DRAFT of the Policy has been sent to all tenants for a 30-day required comment period.

Attorney Gabage explained that although the Authority has sent various notices to tenants for violations of the current Pet Policy, the actions should not include eviction notices if the Tenant requires a reasonable accommodation or the use of a Service Animal. Now even if people aren't disabled, going forward, they will be allowed a dog or a cat on Broad Street court.

The Tenant who did receive an Eviction Notice for violation of the Pet Policy was granted a Grievance Hearing. The Hearing Officers' Recommendation is that the tenant be permitted to house one pet in the unit. The tenant had requested to house two cats in the unit. The Authority has sent a notice to the tenant that in accordance with the Pet Policy one pet (a cat) must be removed from the unit by the end of January.

Miscellaneous:

1. The E.D. handed out a notification letter regarding a meeting to be held on January 28th with Jersey Central P & L to discuss the Former Gas Plant Site remediation. The E.D. plans to attend this meeting.
2. Commissioner Thomas G. Hynes discussed the need for all Commissioners to remain current with all required Commissioner training and the possibility of the Housing Authority losing HUD funding if the Commissioners do not complete required training. Attorney Gabage mentioned another "watchdog" group checking on such things.
3. Commissioner Thomas G. Hynes will not be attending the March 2016 meeting and Commissioner Frank Acker will not be attending the April 2016 meeting.

Resolutions:

#2016-01 – A Resolution Approving 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Absent)

#2016-02 – A Resolution Approving Executive Session

No Executive Session was needed.

#2016-03 – A Resolution Approving MCS Support Services Agreement

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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Absent)

#2016-04 – A Resolution Approving IT 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. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Absent)

There being no further business before the Board, at 4:44PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner Frank Acker made the Motion; seconded by Vice-Chairperson Patricia M. Swain and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR