

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

### **REGULAR MEETING**

**April 18, 2016**

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the April 18, 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 Jean Capilli  
Commissioner Thomas White

Commissioner Frank Acker and Commissioner-Designee, Dr. Keith Lafferty, were not present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Linda Avena, from Avena, CPA's, Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman.

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 March 21, 2016 Regular Meeting Minutes.

Commissioner Thomas White made the Motion, seconded by Vice-Chairperson Patricia M. Swain to accept the March 21, 2016 Regular Meeting Minutes.

The following vote was taken to approve the March 21, 2016 Regular Meeting Minutes.

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

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

The Accountant's Report – The Board reviewed the 6-month Financial Report as submitted by the Accountant. The bottom line for the six months ending March 31, 2016 showed a loss of \$3,045.

Chairperson Thomas G. Hynes asked for a summary of those expenses that contributed to the \$3,405 shortfall. The E.D. reported that the Authority purchased calcium chloride pellets (enabled us to lock in the price for next year), new stove, March McLennan fee, John Callinan fee (tenant grievance hearing), office supplies, postage and tenant background checks, totaling \$3,465.22.

#### **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>	
\$281,591.08	Money Market (Sturdy Bank)
<u><b>TOTAL</b></u>	<u><b>\$281,591.98</b></u>

**Energy Savings:**

The energy savings for this month was approximately \$3,418.22 or 22.75%

**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 indicated that the City of Cape May had indicated that this matter would be resolved by now. He suggested that he, the E.D. and some of the Commissioners attend the next council meeting.

**COURT HEARING:**

On Thursday, March 31, 2016 a grievance hearing was held before Judge John Callinan concerning a tenant who was issued a Notice to Quit and Demand for Possession for lease violations. Judge Callinan granted the tenant’s request for another chance, so the eviction process will not proceed.

**ANNUAL AUDIT:**

The Annual Independent Audit for FYE 9/30/2015 has been almost completed. However the Auditor is awaiting the State’s Pension System to update the Authority’s PER’s liability under “GASB68”.

**WATER/SEWER BILL:**

The Authority received the quarterly Cape May City water/sewer bill which reflects the annual 2% increase.

**Miscellaneous:**

1. The Authority received a bill from the Summit Insurance Company in the amount of \$17,329.75 representing payment due resulting from a litigation issue. The Authority will attempt to pay off the debt in installments.
2. The Authority drew down \$21,519.00 from the Capital Fund to pay the Annual Employer Appropriation Invoice from the Pension Fund.

**Resolutions:**

**#2016-14 – 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 Thomas White. The following vote was taken:

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

**#2016-15– A Resolution Approving Executive Session**

No Executive Session was needed.

**#2016-16 – A Resolution Approving Grant Writing Services**

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

There being no further business before the Board, at 4:30PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia M. Swain made the Motion; seconded by Commissioner Thomas White and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR