

Housing Authority of the City of Cape May

REGULAR MEETING

September 18, 2017

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the September 18, 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 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, Linda Avena, Heidi Burke and Lori Gross, from 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 July 17, 2017 Regular Meeting Minutes.

Vice-Chairperson Patricia M. Swain made the Motion, seconded by Commissioner Diane Hutchinson to accept the July 17, 2017, Regular Meeting Minutes.

The following vote was taken to approve the July 17, 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 11-month Financial Report as submitted by the Accountant. The bottom line for the eleven months ending August 31, 2017 showed a profit of \$4,306.

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 \$1,378.70 or 22.11%

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.

Richard B. Ginnetti, Principle The Brooke Group, addressed the Board concerning the Authority’s request to convert the 30 units on Broad Street Court to RAD. Mr. Ginnetti proceeded to review and summarize the definition of RAD, the process and the potential effect on the Tenants and the Authority as follows:

1. RAD is a voluntary program run by HUD. Under RAD the Authority will change the way it provides rental assistance, specifically through a form of Section 8. The conversion will not affect the current method of rent calculation for tenants. Under the program the Tenants will be required to sign a new Lease.
2. PROCESS – the Authority is beginning Step 1 of the process by submitting the Application to HUD to convert the Broad Street Court Project to the Rental Demonstration Program. If HUD approves the application the Authority will begin Step 2 of the process, which involves much more documentation and reports, including a more intensive physical needs assessment and a study to determine if the conversion is financially feasible.

Mr. Ginnetti reviewed the pros and cons of the conversion. The conversion would be more beneficial if it included all of the units, family and seniors because the possibility of acquiring loans on only 30 units is slim. Some of the advantages include the fact that the HUD funding under Section 8 is more lucrative and steady; consequently, over time the Authority will be able to increase their income. The Authority will also have the opportunity to charge higher rents in line with the Fair Market Rent Schedule. Additionally, the opportunity will be available to rent to applicants with higher incomes as there will no longer be “Flat Rent” schedules. Also the Authority will have a greater opportunity to apply for some governmental home improvement loans.

COMMISSIONER:

The Housing Authority received a copy of Resolution NO. 195-08-2017 the City of Cape May, County of Cape May, State of New Jersey approving the appointment of Patricia Hodgetts as a Commissioner on the City of Cape May Housing Authority Board of Commissioners for the term of September 17, 2017 to September 27, 2022.

Commissioners Patricia Hodgetts, Diane Hutchinson and Dr. Lafferty are scheduled to attend Asset Management training in Mays Landing on October 14, 2017.

Additionally Dr. Lafferty is scheduled to attend Financial Issues and Procedures and Tenant-Based Assistance Programs on November 14, 2017 in Atlantic City.

2017-2018 BUDGET:

The Budget has been submitted to the State of New Jersey.

PROPERTY REPORT:

1. On September 7, 2017 the Dennisville Fence Company completed the installation of a fence on Lafayette Court.
2. New property signs were installed on September 12, 2017.

REAC INSPECTION:

The Authority has received notice from Building Inspection Service, Inc. that they will be performing the REAC inspection beginning Wednesday, September 27, 2017 at 8:00am.

WORKERS COMPENSATION AUDIT:

A JIF Representative completed a Workers Compensation in June, there were no findings.

WASTE MANAGEMENT:

Effective November 1, 2017 the third and final year of the agreement goes into effect at a cost of \$16,408.22.

ELECTION OF CHAIRPERSON & VICE-CHAIRPERSON:

Chairperson Thomas G. Hynes called for nominations for the Chairperson and Vice-Chairperson. Commissioner Diane Hutchinson called for a motion to re-elect the current Chairperson, Commissioner Keith Lafferty seconded the motion. There being no further nominations Vice-Chairperson Patricia M. Swain called for a motion to close the nomination, seconded by Commissioner Frank Acker. Chairperson Thomas G. Hynes accepted the nomination. The Board unanimously voted Thomas G. Hynes as Chairperson.

Commissioner Patricia Hodgetts called for a motion to re-elect the current Vice-Chairperson, Commissioner Diane Hutchinson seconded the motion. There being no further nominations Chairperson Thomas G. Hynes called for a motion to close the motion, seconded by Commissioner Frank Acker. Vice-Chairperson Patricia M. Swain accepted the nomination. The Board unanimously voted Patricia M. Swain as Vice-Chairperson.

Miscellaneous:

1. The Snap-Ed Coordinator, again, contacted CMHA to advise them that the funding has been discontinued.
2. "No Smoking" signs now need to be installed.

Resolutions:

#2017-37 – A Resolution Approving August 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:

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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)

#2017-38 – A Resolution Approving September 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 Keith Lafferty. The following vote was taken:

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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)

#2017-39– A Resolution Approving Executive Session

Not Needed

#2017-40 – A Resolution Approving Employee Wages

The matter was put on hold until the completion of the REAC Inspection on Wednesday, September 27, 2017.

#2017-41 – A Resolution Approving Election of Chairperson & Vice Chairperson

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 Keith Lafferty. The following vote was taken:

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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)

#2017-42 – A Resolution Approving RAD Consultant

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 Keith Lafferty. The following vote was taken:

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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)

#2017-43 – A Resolution Approving Declaration of Trust

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. 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)

#2017-44 – A Resolution Approving Trash Removal Services-3rd Year of 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 Patricia Hodgetts. 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)

#2017-45 – A Resolution Approving Submission for Broad Street Court RAD Conversion

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 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)

#2017-46 – A Resolution Approving Adopting State Approved Budget

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 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)

There being no further business before the Board, at 05:00PM 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)

Following the conclusion of the Board Meeting the Commissioner attended a Memorial Dedication Service of a Plaque for the former member of the Board of Commissioners, Jean Capilli, who passed away on August 4, 2016.

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR