

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

### **REGULAR MEETING**

October 15, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the October 15, 2012 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 John Lord, III  
Commissioner Jean Capilli  
Commissioner Tony Williams

Commissioner White was absent from the meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, Esquire, Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena from Avena CPAs, Maryellen Francke and Keith Lafferty.

Chairperson Hynes read the “**Statement of Compliance – Sunshine Law**” and led the Pledge of Allegiance.

Chairperson Hynes called for approval of the September 17, 2012 regular meeting minutes.

Commissioner Hynes made the motion, seconded by Commissioner Williams, to accept the September 17, 2012 Regular Meeting Minutes.

The following vote was taken to approve the September 17, 2012 regular meeting minutes.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 12-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of September 30, 2012 showed a profit of \$38,925.00. It was noted that the significant amount of profit is mainly due to the reduction in electric bills. The Accountant said next year the Authority will not realize such a profit. Further, with the decrease in utility costs the P.I.L.O.T. (taxes) will increase and HUD subsidy will be reduced.

#### **COMMITTEE REPORTS:**

There were no Committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

**The Broad Street Court Units and other Repairs:**

All work on the Broad Street Court and the concrete work on Lafayette and Osborne Courts is approximately 90% complete. The remaining work will involve repair to the expansion joints. The Architect is in the process of getting quotes to complete this work.

The Architect required testing on the concrete work to ensure that it was slip proof. The testing was done on September 20, 2012 and the results were above the minimum accepted standard.

**Electric Savings:** The electric savings for the last month was \$1,684.60 (27.75%).

**Investments:** The C.D. Investment schedule is as follows:

Sun Bank	\$148,174.42	0.50%	12/20/2012 Maturity Date
Sturdy Bank	\$300,463.62	0.50%	03/20/2014 Maturity Date
Sturdy Bank	\$125,490.48	.45%	Money Market
Total	<b><u>\$574,128.52</u></b>		

**Energy Audit & Survey:**

The Authority received one proposal from CTI Energy Services. In response to the E.D.’s request to HUD for permission to award a sole source contract to CTI, they indicated that the decision was up to the Board. The Board approved awarding the contract to CTI. The E.D. reminded the Board that HUD will pay for the audit.

**Board Commissioner Vacancy:**

On September 20, 2012 Chairperson Hynes sent a letter to Senator Jeff Van Drew requesting his assistance in expediting the appointment of Dr. Lafferty to the Board. On September 28, 2012 Senator Van Drew responded indicating that he would be scheduling an appointment with Dr. Lafferty. That appointment has been set for October 26, 2012.

On September 28, 2012 the City of Cape May approved a resolution appointing Jean Capilli as Commissioner on the Board for another five-year term (September 17, 2012 to September 18, 2017).

**Provider Proposals:**

Trash Removal Services – the authority received the following bids for Trash Removal Services:

COMPANY	One Year Term/With Options	COST
Earth Tech Contracting, Inc.	2012-2013	\$18,720.00 total lump sum
	2013-2014 Optional	\$19,000.00
	2014-2015 Optional	\$19,380.00
Waste Management	2012-2013	\$16,800.00
	2013-2014	\$17,640.00
	2014-2015	\$18,516.00
Dave’s Trash Removal Inc.	2012-2013	\$26,910.00
	2013-2014	\$27,717.30
	2014-2015	\$38,548.82

On September 19, 2012 the Board, through a telephone vote, approved the award of the Trash Removal Services Contract to Waste Management as of November 1, 2012, for one year.

Legal Services Contract:

On September 26, 2012 the firm of Eisenstat, Gabage & Furman submitted a proposal for Legal Services of a Legal Retainer Fee of \$12,600.00. The Scope of Services is the same as that provided by prior Counsel. On September 27, 2012 the Board, through a telephone vote, awarded the Legal Services Contract to Eisenstat, Gabage & Furman for the period October 1, 2012 to September 30, 2013.

Snow Removal Services:

On October 12, 2012 the Authority received two responses to their advertisement for snow removal services. The responses were \$5.00 apart on one item, Truck Salting. Both Companies have provided satisfactory services to the Authority during the last three years. The E.D. will follow up with these Companies and through a telephone conference recommend a company for approval by the Board.

**UNCOLLECTIBLE RECEIVABLES FYE SEPTEMBER 30, 2012:**

The Board was asked to approve the resolution for the write-off of uncollectible receivables in the amount of \$1,074.00. The uncollectible receivables are from tenants who vacated their unit but owed additional rent/damages.

**SECURITY GRANT:**

Roy Rogers Consultants has completed the necessary paperwork for the Authority to apply for the Anti-Crime & Safety Grant.

**MISCELLANEOUS:**

1. New Employee – on September 13, 2012 John O'Rourke began his employment as a part-time Maintenance employee with the Housing Authority.
2. Annual Employee Increase – in accordance with the direction of the Board of Commissioners, increases for the Authority employees were implemented on October 1, 2012.
3. Training – On September 24, 2012 and September 25, 2012 the E.D. attended the NAHRO conference in Atlantic City. The next conference is in November, also in Atlantic City.
4. Nutrition Classes – beginning October 23, 2012 Rutgers and NJ SNAP-Ed will be conducting nutrition classes. The classes will continue until December 18, 2012.
5. Electric Bills – since the Authority has not received all of the monthly electric bills, the E.D. will arrange a phone vote for the Board to approve payment of the bills for this month once they arrive.

**Resolutions:**

**#2012-44– A Resolution Approving Employee’s Annual Increase:**

Chairperson Hynes called for a motion to pay the monthly expenses. Commissioner Williams made a motion to approve the resolution, seconded by Vice-Chairperson Swain. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-47– A Resolution Awarding a Professional Services Contract to Eisenstat, Gabage & Furman:**

Chairperson Hynes called for a motion. Commissioner Williams made a motion to approve the resolution, seconded by Vice-Chairperson Swain. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-52 – A Resolution Approving Trash Removal Services**

Chairperson Hynes called for a motion. Vice-Chairperson Swain made a motion seconded by Commissioner Williams to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-54 – A Resolution Approving Payment Additional Legal Fees**

Commissioner Williams asked for clarification on the need to pay additional monies when the contract indicated a maximum amount to be paid for legal services. The E.D. responded that although there were some additional eviction issues the new Attorney seemed to require additional time to process these matters. After some discussion it was agreed that the Board should approve the resolution.

Chairperson Hynes called for a motion. Commissioner Williams made a motion seconded by Vice-Chairperson Swain to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-56 – A Resolution Approving Monthly Expenses**

Chairperson Hynes called for a motion. Commissioner Williams made a motion seconded by Commissioner Lord to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-57 – A Resolution to Enter Executive Session**

It was not necessary to enter to Executive Session.

**#2012-58 – A Resolution Approving Energy Performance Contract**

Chairperson Hynes called for a motion. Vice-Chairperson Swain made a motion seconded by Commissioner Williams to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-59 – A Resolution Approving Accounts Receivables Decried as Uncollectible**

Chairperson Hynes called for a motion. Vice-Chairperson Swain made a motion seconded by Commissioner Williams to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2012-60 – A Resolution Approving Grant Writing Services-HUD Safety & Security Grant**

Chairperson Hynes called for a motion. Vice-Chairperson Swain made a motion seconded by Commissioner White to approve the resolution. The following vote was taken.

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

There being no further business before the Board or public present for comments, at 4:45 PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Commissioner White and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. Swain	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR