

Housing Authority of the City of Cape May

REGULAR MEETING

September 17, 2012

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the September 17, 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 Thomas White
Commissioner Jean Capilli
Commissioner Tony Williams

The following individuals were also present: Carol Hackenberg, Executive Director, Suzanne Pasley, Esquire, Solicitor from the firm of Barry, Corrado, and Grassi, Dan Avena & Heidi Burke, from Avena CPAs, Maryellen Francke.

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

Chairperson Hynes called for approval of the July 16, 2012 regular meeting minutes.

Commissioner Hynes made the motion, seconded by Commissioner Williams, to accept the July 16, 2012 Regular Meeting Minutes.

The following vote was taken to approve the July 16, 2012 regular meeting minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 11-month Financial Report as submitted by Heidi Burke, CPA. The bottom line as of August 31, 2012 showed a profit of \$14,833.00. It was noted that there was an increase cost reflected for Maintenance due to additional tree cutting and clearing of foliage around the fence on Broad Street Court.

COMMITTEE REPORTS:

There were no Committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

The Broad Street Court Units and other Repairs:

GIL General and Electrical Contractors have completed the work on the crawl space and the installation of a canopy over the Office entryway. During the construction of the canopy there was heavy leaking in the Lafayette lobby and the E.D.’s office. The leaking was caused by Contractor failure to put a tarp over the new unsealed roof over-night; however, GIL fixed all of the damage due to this leaking. The total contract cost for this work was \$80,700.00; to date the Authority has paid \$77,973.80.

The E.D. reported during the last heavy rain there was no significant water “pooling” on Broad Street. Also, the sump pumps seem to be working; Bob checked the crawl spaces and found no accumulation of water under the Broad Street units #19 - #26.

The Broad Street Court fence repairs were completed on July 20, 2012. The large tree stump was removed and the new fence was installed on this court.

On July 30, 2012 Cape Weatherization was on site to complete the weatherization work on units #19 through #26. On August 14, 2012 the State Inspector was on site to inspect this work.

Alterations to the Sidewalks on all Three Courts:

The Architect solicited proposals from Sidewalk Alterations for three (3) sites consisting of three (3) contracts; one for trip hazard removal, one for sidewalk raising and one for damaged sidewalk replacement and miscellaneous repairs. The proposals were sent to 14 contractors.

On August 20, 2012 the Board approved the following contractors to complete this work:

Recommended Contractor	Work to Perform	Cost
Always Safe Sidewalks	Trip Hazard Removal	\$ 9,995.00
Concrete Raising of S. Jersey	Mud Jacking of Sidewalks	\$ 4,320.00
Ocean Construction, LLC	Replacement & Miscellaneous repairs	\$ 7,425.00
Ocean Construction, LLC	Broad Street Paving of Parking Lot	\$13,200.00

The alteration work began on September 10, 2012, and is still in progress. They have completed some patch work, saw cutting and grade alterations on all of the courts. At this time it appears all of the Contractors will be able to work together with no problems. Also, there may be an additional cost of \$800.00 for testing the sidewalks to ensure that they are slip resistant. The Architect will coordinate and oversee this testing.

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	\$574,128.52			

Energy Audit & Survey:

The E.D. advertised for Request for Proposals for an Energy Service Audit. The proposals were due to the Authority on September 17, 2012. The Authority received one proposal from CTI Energy Services, LLC. The Authority will not pay for this Audit. The expense will be covered by HUD.

Resident Service Coordinator Grant:

On August 23, 2012 the Authority learned that they were not among the lottery winners to be awarded the Resident Service Coordinator Grant.

JIF Site Inspection:

On August 14, 2012 the E.D. responded to Mr. Rhoads’s letter of July 20, 2012 who is the JIF Risk Control Corporate Operations Manager. In accordance with his recommendation the Authority made changes to the Emergency Plan. The Authority also prepared a Lease Addendum concerning swimming pools and outdoor cooking. The Authority removed the broken playground equipment and made repairs to the Broad Street playground area.

Board Commissioner Vacancy:

On July 23, 2012, Chairperson Hynes sent a letter to the State of New Jersey Department of Community Affairs recommending Dr. Keith Lafferty to replace Joseph Fox as the State appointed Commissioner. A similar letter was also sent to the Mayor of Cape May and the City Council requesting their support of this recommendation. Chairperson Hynes received a letter from the State of New Jersey Department of Community Affairs acknowledging receipt of his letter and that the appointment would be a priority matter with the Governor.

Provider Proposals:

The Authority solicited proposals for Fee Accountant, Legal Services and the Independent Annual Audit. The E.D. is recommending the Board approve the following firms. The E.D. noted that the Linda Avena Firm had agreed to amend their proposal to provide for a term which would include fiscal years 2012-2013 & 2013-2014 at the same cost. Additionally, the firm of Barbacane, Thornton & Company had agreed to lower their flat fee to \$9,000.00, also for two fiscal years.

FIRM	BID AMOUNT	HOURLY RATE	TERM
Linda Avena	\$10,000.00	\$65.00	Two Years 10/2/12-9/30/2013 10/1/2013-2014
Barbacane, Thornton & Company	\$9,000.00	Flat Fee	Two Years FY 2012-2013 FY 2013-2014

It was agreed that discussions concerning the Legal Services Contract would be delayed until the Executive Session.

Capitalization Threshold:

The E.D., in accordance with the recommendation from the Accountant, is seeking Board approval to increase the Capitalization Threshold from \$500.00 to \$2,000.00, retroactive to September 1, 2012.

MISCELLANEOUS:

1. New Employee – the E.D. has interviewed two potential candidates for a permanent part-time maintenance employee. The Authority is offering \$14.25 per and limited holiday and vacation benefits. The part-time employee will not be eligible for health or pension benefits unless they work 1,040 or more hours during the year.
2. Informal Grievance Hearing – a hearing was scheduled for an applicant who was denied housing. The Authority had an impartial hearing officer available; however, the applicant did not appear for the hearing.
3. Annual Physical Inspections – the maintenance staff has begun the process of performing the Annual Physical Inspections.

The Authority has not received notification as to when HUD’s REAC (Real Estate Assessment Center) inspection will be conducted.

4. Telephones – as a result of a severe thunderstorm on August 25, 2012, the telephones were knocked out of service. The Authority installed a new phone system that will provide battery backup for the system. The insurance company has reimbursed the Authority for this expense.

5. Annual Employee Increases – the Board will be asked to approve a resolution granting Authority employees a salary increase effective October 1, 2012. The Board deferred discussions on this matter to the Executive Session.

6. Cape May City Elementary School – the Authority’s Board approved the Authority’s continued contributions to the C.R.E. W. program. The first payment in the amount of \$1,100.00 will be due to the School for the months of September and October.

7. Employee Carryover of Vacation Time: the Board will be asked to approve a resolution granting the carryover of 2011-2012 unused vacation time for the E.D. and one maintenance employee. The E.D. explained that because of the need to have adequate staff in place after the retirement of the former maintenance supervisor it was not possible to schedule vacation time and provide sufficient day-to-day maintenance coverage. The E.D. also assured the Chairperson that this would be a one-time request.

Resolutions:

#2012-41– Resolution Approving Regular Monthly Expenses:

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

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

#2012-42– A Resolution To Enter Executive Session:

Chairperson Hynes called for a motion to enter Executive Session. Commissioner Williams made a motion to approve Executive Session, seconded by Commissioner White.

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

#2012-43 – A Resolution Approving Cape May Elementary School C.R. E.W. Program

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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-44 – A Resolution Approving Authority Employees Annual Increase

The matter was deferred to the Executive Session.

#2012-45 – A Resolution Approving Authority Employees Vacation Carryover

Chairperson Hynes called for a motion. Commissioner White 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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-46 – A Resolution Approving Increasing Capitalization Threshold

Chairperson Hynes called for a motion. Commissioner White 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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-47 – A Resolution Approving Legal Service Provider

The matter was deferred to the Executive Session

#2012-48 – A Resolution Approving Fee Accountant Service Provider

Chairperson Hynes called for a motion. Commissioner Williams 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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-49 – A Resolution Approving Auditing Services Provider

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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-50 – A Resolution Approving Sidewalk Alterations Service Providers

Chairperson Hynes called for a motion. Commissioner White 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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-51 – A Resolution Approving Residential Lease Agreement Addendum

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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2012-52 – A Resolution Approving Trash Removal Services

The approval of the Resolution was put on hold since the bids were not scheduled to be opened until September 18, 2012 at 2:00p.m. The Board agreed that a phone vote would be held on September 18, 2012 at 3:00p.m.

#2012-53 – A Resolution Approving Adoption of State Budget

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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

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

The matter was put on hold until the next Board Meeting when the Authority should have received the total legal bills for fiscal year 2011-2012.

#2012-55 – A Resolution Approving Fiscal Year 2013 Operating Subsidy

The Accountant explained that the Operating Subsidy was calculated at \$348,066.00 which is a decrease in last year’s subsidy payment of \$372,932.00. Besides the reductions implemented by HUD the decrease in utility bills also affected the calculation for this subsidy payment.

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 Thomas White	(Yes)
Commissioner John Lord, III	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

Chairperson Hynes asked if there as any further business to conduct. The Board proceeded to accept nominations for the position of Chairperson and Vice-Chairperson. Commissioner Williams nominated Thomas G. Hynes for Chairperson and Patricia M. Swain for Vice-Chairperson. The nominations were seconded by Commissioner White. The vote was unanimous in favor of Mr. Thomas G. Hynes as Chairperson and Patricia M. Swain as Vice-Chairperson.

Chairperson Hynes and Vice-Chairperson Swain both accepted the position of Chairperson and Vice-Chairperson.

At 4:50PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss personnel matters.

At 5:40PM the regular meeting was reconvened. Chairperson Hynes asked if there was any further business for the Board.

There being no further business before the Board or public present for comments, at 5:40 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 Thomas White	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR