

Housing Authority of the City of Cape May

REGULAR MEETING

April 25, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the April 25, 2013 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 Swain
Commissioner Jean Capilli
Commissioner Tony Williams

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, Esquire, Solicitor from the firm of Eisenstat, Gabage & Furman, Doctor Keith Lafferty, Frank Acker and Maryellen Francke. Also present were representative from CTI Energy, Craig and Gordon Meadows.

Commissioner Thomas White was not in attendance at this 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 Hynes declared there was a quorum present.

Chairperson Hynes called for approval of the March 18, 2013 Regular Meeting Minutes. Vice-Chairperson Swain pointed out that Mr. Acker’s name should be changed to Frank Acker instead of Fred Acker on page 2 of the minutes. Chairperson Hynes called for a motion to accept the minutes with that change.

Commissioner Williams made the motion, seconded by Vice-Chairperson Swain, to accept the March 18, 2013 Regular Meeting Minutes.

The following vote was taken to approve the March 18, 2013 Regular Meeting Minutes.

| | |
|---------------------------------|-----------|
| Chairperson Thomas G. Hynes | (Abstain) |
| Vice-Chairperson Patricia Swain | (Yes) |
| Commissioner Tony Williams | (Yes) |
| Commissioner Jean Capilli | (Yes) |

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Executive Director presented the 6-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of March 31, 2013 showed a profit of \$15,116.00.

The E.D. also advised the Board that because of several large bills, water-sewer, electric and the PERS (Pension) annual appropriations assessment, the Authority has had to make the final a draw-down of money from the 2012 Capital Fund in the amount of \$15,000.00 and from reserves in the amount of \$19,223.00. It was also noted that an additional expenditure for the JIF Insurance in the amount of \$11,000.00 is to be paid in June.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Further Alterations to the Sidewalks – All Three Courts:

On April 10, 2013 Ocean Construction completed the work on the Lafayette drying area wall and the sidewalk expansion joint fillers. They are scheduled to complete the Lafayette Office driveway next week.

Electric Savings: The electric savings for the last month was \$2,762.51 or 19.30%

Investments: The C.D. and Money Market Investment schedule is as follows:

| <u>C.D./MONEY MARKET</u> | | <u>MATURITY</u> |
|--------------------------|--------|----------------------------|
| \$174,463.44 | 0.30%* | Money Market (Sturdy Bank) |
| \$300,463.62 | 0.50% | 3/30/2014 (Sturdy Bank) |
| \$100,000.00 | .25% | Money Market (Sun Bank) |
| <u>TOTAL</u> | | |
| \$574,927.06 | | |

*This amount will be reduced to \$155,439.52.

Energy Audit & Survey:

Representatives from CTI distributed a second draft of the Energy Audit Report. Following discussions it was agreed that the Attorney and the Accountant would meet with CTI representatives to review the report including the potential financing of the proposed installations, the calculation of savings and various provider fees associated with the proposed programs.

Provider Proposals:

CONDUIT REPAIR ON BROAD STREET COURT:

The Architect is in the process of preparing plans for and soliciting quotes for this work.

LAWN CARE SERVICE:

The Board confirmed the awarding of this contract to the lowest bidder Douglass Landscaping.

Commissioners Vacancy:

The Authority is still awaiting a response from the Governor’s Office concerning the appointment of Dr. Lafferty to the Board.

The City of Cape May Municipal Clerk forwarded the Resolution appointing Frank Acker to the Cape May Housing Authority Board of Commissioners. Mr. Acker has received and agreed to attend all of the State required training. Additionally, Mr. Acker will be sworn in as a Commissioner at the May 20, 2013 Board Meeting by the CMHA Solicitor, Charles Gabage, Esq.

SEQUESTRATION ORDER:

On March 21, 2013 FY 2013 Budget was resolved. The Operating Fund subsidy for the entire FY 2013 will be prorated as approximately 82-83%. However this number will be lower because the funding received early in the year (92%) will be factored in, thus resulting in lower funding for the remainder of the year. It is estimated the proration for the remainder of the year will be in the low 80s. The Authority has not received information on the 2013 Capital Fund subsidy.

MISCELLANEOUS:

1. Safety and Security Funding Grant was denied by HUD based on their “lottery”.
2. The Snap-Ed nutrition courses will be starting again this April.
3. The Episcopal Church of the Advent again provided Easter gift certificates to all of residents.
4. The “Girlfriends” in conjunction with the Boy Scouts passed out Easter gift bags to all of the senior residents.
5. The Food Pantry also provided Easter food packages to some of the residents.
6. The Maintenance staff has begun to perform pre-annual inspections on the Broad Street Court Units.

Commissioner Williams proposed and the Board passed a motion that thank you notes from the Board of Commissioners be sent to all of the organizations that provided Easter donations to the residents.

Resolutions:

#2013-19– A Resolution Approving Monthly Expenses:

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

| | |
|---------------------------------|-------|
| Chairperson Thomas G. Hynes | (Yes) |
| Vice-Chairperson Patricia Swain | (Yes) |
| Commissioner Tony Williams | (Yes) |
| Commissioner Jean Capilli | (Yes) |

#2013-20– A Resolution Enter Executive Session:

There was no need to enter Executive Session.

#2013-21 – A Resolution Approving Lawn-Care Service

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

| | |
|---------------------------------|-------|
| Chairperson Thomas G. Hynes | (Yes) |
| Vice-Chairperson Patricia Swain | (Yes) |
| Commissioner Tony Williams | (Yes) |
| Commissioner Jean Capilli | (Yes) |

#2013-22 – A Resolution Approving Revised Operating Budget 2012-2013

Chairperson Hynes called for a motion to approve the Revised Operating Budget 2012-2013. 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 Swain | (Yes) |
| Commissioner Tony Williams | (Yes) |
| Commissioner Jean Capilli | (Yes) |

There being no further business before the Board or public present for comments, at 5:30PM Chairperson Hynes called for a motion to **adjourn**. Vice-Chairperson Swain made the motion; seconded by Commissioner Williams and the following vote was taken:

| | |
|---------------------------------|-------|
| Chairperson Thomas G. Hynes | (Yes) |
| Vice-Chairperson Patricia Swain | (Yes) |
| Commissioner Tony Williams | (Yes) |
| Commissioner Jean Capilli | (Yes) |

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR