

## Housing Authority of the City of Cape May

### REGULAR MEETING

December 16, 2013

At 4:00 PM, Chairperson Hynes **Called to Order** the December 16, 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 M. Swain  
Commissioner Jean Capilli  
Commissioner Tony Williams

Commissioner designee, Dr. Keith Lafferty was present for this meeting.

Commissioners Thomas White and Frank Acker were not present for this 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 & Heidi Burke, from Avena CPAs, Architect Charles Collins and Maryellen Francke.

Chairperson 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 a Motion to accept the November 18, 2013 Regular Meeting Minutes.

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

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

Chairperson Hynes	(Abstain)
Vice-Chairperson Swain	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner Jean Capilli	(Yes)

#### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 2-month Financial Report as submitted by the Accountant. The bottom line as of November 30, 2013 showed a profit of \$18,958.00. Ms. Avena advised the Board that the fiscal year-end report is in the process of being completed.

#### **COMMITTEE REPORTS:**

There were no committee reports.

##### **a. Executive Administrative Report**

Ms. Hackenberg reported the following:

**Paving Overlays and Repairs – All Three Courts:**

The Architect reported that due to electric work that needs to be completed; this project may be delayed until the Spring. Also, because the batch plants will be closing.

**Installation of New Bathroom Vanities for Lafayette/Osborne Courts:**

The Architect reported that the target date for beginning this project is January 2014.

**Broad Street Parking Lot – Security Upgrades:**

The Architect reported that because there are several vendors with different approaches to the upgrades, the project will begin once the best solution for the Housing Authority has been determined.

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

<u>C.D./MONEY MARKET</u>	<u>MATURITY</u>
<b><u>TOTAL</u></b>	
\$300,463.62	3/20/2014 (Sturdy Bank)
\$218,992.91	Money Market (Sturdy Bank)
<b>\$519,456.53</b>	

**Operating Subsidy Funding:**

The E.D. and the Accountant have submitted all required documentation to HUD. The final HUD subsidy proration is still unknown.

**Provider Proposals:**

**Pest Control Services:**

The Authority received two proposals, as follows:

<u>COMPANY</u>	<u>TERM</u>	<u>COST</u>
Tri-County, Carney’s Point NJ	1 Year	\$2,640.00/year
		\$220.00/month
APM, Rio Grande, NJ	1 Year	\$2,088.00/year
		\$174.00/month

The E.D. is recommending that the Board approve awarding the contract to APM as the lowest qualified bidder. This Company has also lowered the cost from the prior year.

**Commissioners Vacancy:**

In response to Chairperson Hynes’ December 15, 2013 letter to the State of New Jersey Director of Appointments, Mr. Matthew P. McDermott wrote that they will give Dr. Lafferty’s resume careful consideration.

**Automobile Trade-In/Lease:**

On November 19, 2013, the E.D. signed a three-year lease agreement for a 2014 Chevrolet Cruze at a rate of \$172.00 per month, all inclusive registrations and scheduled maintenance for lease term.

**Flat Rent Schedule/HUD Fair Market Rent Schedule:**

HUD has issued the 2013 Fair Market Rent schedule for 2014. The rent rates have changed slightly for all bedroom sizes as follows:

<b>BEDROOM SIZE</b>	<b>2013</b>	<b>2014</b>
0	\$606.00	\$610.00
1	\$756.00	\$761.00
2	\$1,019.00	\$1,025.00
3	\$1,442.00	\$1,451.00
4	\$1,517.00	\$1,526.00

The E.D. researched area information to establish the new Flat Rent Schedule\*, that schedule has been established as follows:

<b>BEDROOM SIZE</b>	<b>2013</b>	<b>2014</b>
0	\$895.00	\$915.00
1	\$895.00	\$915.00
2	\$1,112.00	\$1,152.00
3	\$1,287.00	\$1,229.00
4	\$1,350.00	\$1,425.00

\*Currently the Authority only has two tenants on the flat rent schedule for a one-bedroom unit and that flat rent is locked in for three years from lease contract date.

**MTS INTELLIGENT SURVEILLANCE SOLUTIONS:**

The Authority received the billing for the new contract with this Company who provides maintenance for the security camera system. The one year contract beginning January 1, 2014 will increase to a rate of \$2,000.00/year, to be paid in quarterly installments. This is a \$200.00 increase over the cost for 2013.

**Annual Independent Audit:**

The tentative schedule for the FYE 9/30/13 Audit is December 12 to 19, 2013.

**Miscellaneous:**

1. The Church of the Advent will be distributing gift cards to all residents.
2. The Cape May Police Department will be distributing toys to all Broad Street Residents.
3. The organization “Caring Kids of Cape May” sponsored in part by the Lafferty & Lawler Families will be delivering presents to the Broad Street Court children.
4. The Washington Inn will be delivering Christmas dinners to the Lafayette and Osborne Court residents on Christmas Day.
5. Holiday gift bags from the “Girlfriends” and Boy Scouts were delivered again this year on December 10<sup>th</sup>.

**Resolutions:**

**#2013-54 – 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 Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

**#2013-55– A Resolution To Enter Executive Session:**

There was no need for an Executive Session.

**#2013-56 – A Resolution Approving Cape May Housing Authority Flat Rent Schedule**

Chairperson Hynes called for a Motion to approve the resolution. 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 Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

**#2013-57 – A Resolution Approving Dates for 2014 Board Meetings**

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

**#2013-58 – A Resolution Approving Pest Control Service Contract**

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

**#2013-59 – A Resolution Approving Burke Motor E.D. Car Lease**

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

**#2013-60 – A Resolution Approving Maintenance Services-Camera System**

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

**#2013-61 – A Resolution Approving JIF Fund Commissioner**

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

Chairperson Hynes asked if there was any further business to conduct.

There being no further business before the Board or public present for comments, at 4:40PM Chairperson Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Swain made the Motion; seconded by Commissioner Capilli and the following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Absent)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Absent)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR