

Housing Authority of the City of Cape May

REGULAR MEETING

February 25, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the February 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 M. 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, Linda Avena from Avena CPAs, Auditor, Frank DeFroda from Barbacane and Thornton, Craig and Gordon Meadows from CTI and Maryellen Francke.

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

Commissioner Thomas White was not in attendance at this meeting.

Chairperson Hynes called for approval of the January 28, 2013 Regular Meeting Minutes.

Commissioner Williams made the motion, seconded by Vice-Chairperson Swain, to accept the January 28, 2013 Regular Meeting Minutes.

The following vote was taken to approve the January 28, 2013 Regular Meeting Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 4-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of January 31, 2013 showed a profit of \$21,775.00.

The E.D. informed the Board that the Authority had received a notice from HUD indicating that operating subsidy would be reduced for March and there is uncertainty on the amount of subsidy that will be received for the remainder of the year. The Accountant was asked to prepare a revised budget to reflect the potential reduction in operating subsidy.

FYE 2012 AUDIT REPORT:

Frank DeFroda distributed a DRAFT of the Report of Audit of Financial Statement and Supplemental Information, September 30, 2012 and 2011. The Auditor reviewed the report with the Board reporting that the income and expenses did not change much from the last audit. It was also reported that the Authority was in good financial standing. Mr. DeFroda indicated the Authority achieved a ”clean audit”.

COMMITTEE REPORTS:

The E.D. reported that Commissioner White had reviewed and approved the Authority accepting the MAX Communications proposal to provide telephone and internet service.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Further Alterations to the Sidewalks – All Three Courts:

The E.D. received quotes on the remaining concrete/brick work and three different contractors will be performing the work, based on low bidder status for each small scope of work. Ocean Construction, CRC and Douglass Landscaping will do parts of the sidewalk renovation work.

Electric Savings: The electric savings for the last month was \$2,765.78 or 20.75%

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)
\$125,490.48	.30%	Money Market (Sturdy Bank)
<u>TOTAL</u>		
\$574,927.03		

Energy Audit & Survey:

A representative from CTI Energy visited on Thursday, February 7, 2013. He and the E.D. visited the Cape May Water Department to discuss possible changes. They also discussed the 2011 negotiated agreement with the Cape May Water Department where the Authority is obligated to pay \$20,000.00 per quarter regardless of the actual charges for that quarter.

Representatives from CTI, Craig and Gordon Meadows, provided an update on the draft energy audit, financing and the potential savings. It was reported that a conversion to gas heat is not feasible at this time. However, their proposal is to install gas water heaters, ductless heating and cooling units, low flush toilets and low cost lighting fixtures. The approximate cost for this work would be between \$1.3 and \$1.5M. CTI reviewed the financing methods and discussed the possibility of renegotiating the current agreement with the City Water Department. CTI also requested that the Authority prepare and approve a resolution stating that the Authority will not charge the Broad Street residents for tenant-installed air conditioners on Broad Street units since the new heating and air conditioning units would provide the necessary cooling for all units.

There was not a clear resolution as to the fee for CTI or the savings from a potential renegotiated agreement with the Cape May Water Department, so the matter was put on hold pending further review by the Board of Commissioners.

Provider Proposals:

INSTALLATION OF NEW BATH ROOM VANITIES:

The Architect has notified Ocean Construction of the award of that contract and the E.D. has executed the contract, per the Board. Pending shop drawing submittals and vanity cabinet ordering, the estimated start time for this work is the second week in March.

PAVING OVERLAYS AND REPAIRS:

The Architect has notified Straga Bros. that they have been awarded the contract for the paving overlays and the E.D. has executed the contract, per the Board. It is anticipated this work will wait until spring, when the asphalt batch plants re-open, approximately April 15th. The concrete work may start a bit sooner, weather permitting.

ROSS SERVICE COORDINATOR GRANT FOR 2013:

Roy Rogers Management Consultant Group has completed and submitted the necessary paperwork for the Authority to apply for this grant. The day after our timely submission, HUD extended the deadline to 4/30/2013 due to lack of commitment of government funding.

PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES:

The current contract for this service expires as of March 15, 2013, however due to ongoing projects Charles Collins is overseeing, the Board agreed to extend the current contract with Mr. Collins until March 15, 2014.

Commissioners Vacancy:

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

On Wednesday, February 6, 2013, the E.D. spoke with the City Clerk and gave her the resume and letter from Chairman Hynes regarding the possible appointment of Frank Acker. The E.D. will follow up with the City Clerk to determine when the matter will be put on the next City Council Meeting Agenda.

PUBLIC HOUSING ASSESSMENT (PHAS):

On February 5, 2013, the Authority received a notice from HUD stating that based on the Authority’s PHAS score from the previous year and the small PHA deregulation provisions; the Authority is not being assessed under PHAS this fiscal year.

Additionally, HUD has revised the scoring method for future PHAS scores, known as the “Interim PHAS Rule”. The scoring will be based on: Physical (HUD Inspection); Financial, Management and CFP, for a total of 100 points.

The Authority achieved a Capital Fund Indicator Score of 10/10 for the last fiscal year.

MISCELLANEOUS:

1. The Authority is moving forward with the eviction of a tenant. The court hearing is scheduled for Monday, March 4, 2013.
2. On Thursday, February 13, 2013, the surveyor began the property line survey on Osborne Court. The Authority is awaiting the results of the survey.
3. Starting in April the Authority will be hosting another round of Nutrition Classes from the Snap-Ed Program.

Resolutions:

#2013-07– 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 M. Swain	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2013-08– A Resolution Enter Executive Session:

There was no need to enter Executive Session.

#2013-09 – A Resolution Awarding Professional Service Contract Ocean Construction, LLC

Chairperson Hynes called for a motion awarding the contract to Ocean Construction, LLC. 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 Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2013-10 – A Resolution Awarding Professional Service Contract Straga Bros., Inc.

Chairperson Hynes called for a motion awarding the contract to Straga Bros., Inc. 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 Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2013-11 – A Resolution Affidavit – Audit Review Certificate

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

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

#2013- 12– A Resolution Approving MAX Communications, Inc. 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 Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

There being no further business before the Board or public present for comments, at 5:15PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Commissioner Capilli and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR