

# Housing Authority of the City of Cape May

## REGULAR MEETING

January 28, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the January 28, 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 Thomas White  
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, and Maryellen Francke.

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

Chairperson Hynes called for approval of the December 17, 2012 Regular and Executive Session Meeting Minutes.

Commissioner White made the motion, seconded by Vice-Chairperson Swain, to accept the December 17, 2012 Regular and Executive Session Meeting Minutes.

The following vote was taken to approve the December 17, 2012 Regular and Executive Session Meeting Minutes.

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

The E.D. reported that the Auditor was unable to make this meeting but will be at the February 25, 2013 meeting. However they will be submitting a DRAFT report on the audit to the Housing Authority.

### ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 3-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of December 31, 2012 showed a profit of \$22,225.00.

Chairperson Hynes asked if the increase in maintenance wages was a part of the cost to perform unit turnarounds. The E.D. indicated that was part of the increase plus the extra work needed to clear the walkways because of the recent snow fall. Ms. Avena also noted that the Maintenance Contract Costs were less because the Authority was not using outside contractors to refurbish units.

### COMMITTEE REPORTS:

There were no Committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

**Further Alterations to the Sidewalks – All Three Courts:**

The Architect is reviewing the option of having this work become a part of the Paving Overlays and Repairs Project.

**Electric Savings:** The electric savings for the last month was \$2,241.94 or 20.08%

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

<u>C.D./MONEY MARKET</u>		<u>MATURITY</u>
\$100,000.00	0.25%	9/29/2013 (Sun Bank)
\$ 48,000.00	0.30%	Money Market (Sturdy Bank)
\$300,463.62	0.50%	3/30/2014 (Sturdy Bank)
\$125,490.48	.30%	Money Market (Sturdy Bank)
<b><u>TOTAL</u></b>		
<b>\$573,490.48</b>		

The Sturdy Bank paid interest of \$241.84 on the Money Market in 2012.

**Energy Audit & Survey:**

CTI representatives conducted another site visit on January 9, 2013. The Authority will receive a preliminary report in the beginning of February 2013. It appears there may be some conversion to gas energy.

**Provider Proposals:**

**INSTALLATION OF NEW BATH ROOM VANITIES:**

On January 10, 2013 the Authority received six bids as follows:

<b>NAME OF BIDDER</b>	<b>BASE BID</b>
Bayshore General Contractors, Inc.	\$ 77,000.00
GIL General and Electrical Contractors, Inc.	\$ 82,325.00
Til Mar Design, Inc.	\$ 83,000.00
Ocean Construction, LLC	\$ 72,000.00
Straga Brothers, Inc.	\$ 88,700.00
Schiavone Construction, Inc.	\$109,000.00

The E.D. and the Architect are recommending the Board approve Ocean Construction as the lowest qualified bidder to perform this work. Attorney Gabage confirmed that he had reviewed the contract and that it was fully compliant.

Chairperson Hynes called for a motion to approve the selection of Ocean Construction, LLC to perform this work. Vice-Chairperson Swain made a motion, seconded by Commissioner White; the Board unanimously approved the motion.

**PAVING OVERLAYS AND REPAIRS:**

On January 10, 2013 the Authority received eight bids as follows:

<b>NAME OF BIDDER</b>	<b>BASE BID</b>	<b>DEDUCT ALTERNATE BID NO. 1 FORMED SWALE</b>
GWP Enterprises, Inc.	\$137,796.57	\$ 2,000.00
GIL General & Electrical Contractors, Inc.	\$123,480.00	\$ 1,200.00
Til Mar Design, Inc.	\$106,900.00	\$ 2,100.00

Ocean Construction, LLC	\$108,900.00	\$ 2,000.00
Straga Brothers, Inc.	\$101,000.00	\$ 768.00
Diamond Construction	\$102,600.00	\$ 4,000.00
Ricky Slade Construction, Inc.	\$103,633.00	\$99,983.00
Krisanna Construction, Inc.	\$126,985.00	\$ 2,000.00

The E.D. and the Architect are recommending the Board approve Straga Brothers, Inc. as the lowest qualified bidder to perform this work. Attorney Gabage confirmed that he had reviewed the contract and that it was fully compliant.

Chairperson Hynes called for a motion to approve the selection of Straga Brothers, Inc. to perform this work. Vice-Chairperson Swain made a motion, seconded by Commissioner Williams; the Board unanimously approved the motion.

**ROSS SERVICE COORDINATOR GRANT FOR 2013:**

The Authority received two quotes for ‘grant” writing services for the 2013 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program” on January 8, 2013 as follows:

COMPANY	QUOTE
Tandem Care, Inc.	\$3,450.00
Roy Rogers Management Consultants, Inc.	\$1,821.00

The E.D. is recommending that the Board approve Roy Rogers Management Consultants, Inc. to perform the grant writing services for this grant. The grant is the same as last year except that cap for the salary/benefits for the Service Coordinator has been increased to \$70,000.00 for a total of \$246,000.00 over a three year period.

The Board approved the selection of Roy Rogers Management Consultants, Inc. to perform this granting writing service.

**TELEPHONE SERVICE PROPOSAL:**

As a means of reducing the cost of the current telephone/internet services the E.D. solicited a quote from MAX Communications Inc. They presented a Quote on January 22, 2013. In summary, they are proposing to provide telephone/internet services for the Authority for an average monthly cost of \$274.15. Currently, Verizon provides the services for an average monthly cost of \$340.00 per month.

After discussing the matter the Board agreed that Commissioner Tom White would review the proposal and make a recommendation to the E.D. as to the cost effectiveness and the quality of service MAX is quoting to provide.

**HUD Notice - Reserves:**

The approximate cost for the above capital improvement projects is \$173,000.00. This will reduce the reserve balance to approximately \$400,490.48. HUD requires a minimum reserve of 4 to 6 months. By keeping the reserves at this level it should lessen the risk for HUD to draw back money from the Authority’s reserves.

On December 20, 2012 the Authority received a notice from HUD indicating that the 2013 Operating Subsidy calculation for the Cape May Housing Authority is approved for \$348,066. The Authority’s 2012 capital funding is \$87,170.00.

The E.D. also reported that in order to pay several major bills this month the Authority drew down \$45,000.00 from the Capital Fund. The bills to be paid with this money include \$11,000.00 for the first installment on the 2013 JIF bill, \$20,000.00 quarterly water/sewer bill and the electric bills of \$16,954.24.

**Commissioners Vacancy:**

Dr. Lafferty has advised that subsequent to his meeting with Senator VanDrew he has had several conversations with the Senator who is doing all he can to have the Governor approve his appointment to the Board.

On December 9, 2012 Chairperson Hynes sent a letter to the City of Cape May Mayor, the Council and the Administrator recommending Frank Acker as a Board Commissioner. In a follow-up letter dated January 18, 2013 Chairperson Hynes attached a copy of Frank Acker's resume. The E.D. will follow-up with the City Clerk to ensure the discussion of a potential appointment is placed on the next Agenda.

**Board Meeting Schedule:**

The E.D. revised the 2013 Board Meeting schedule in accordance with Resolution #2013-05.

**Hurricane Sandy:**

The Authority has received the bill from Academy Bus Service in the amount of \$1,300.00. CMHA is still awaiting FEMA reimbursement.

**MISCELLANEOUS:**

1. JIF Insurance – the Authority received a dividend check in the amount of \$1,043.00. Also on December 12, 2012 via a telephone vote the Board of Commissioners elected Carol Hackenberg as a JIF Fund Commissioner.
2. The Authority is moving forward with the eviction of a tenant. Attorney Gabage advised that the Court Hearing will be held in February.

**Resolutions:**

**#2013-01– 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 Thomas White	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2013-02– A Resolution Enter Executive Session:**

There was no need to enter Executive Session.

**#2013-03 – A Resolution Approving Software Maintenance & Support Services Agreement**

**The E.D. reported on the one year contract with a \$1,042.00 increase in cost from the prior year. However in order to reduce the cost the Authority has reduced the number of user from 6 to 3 users.**

Chairperson Hynes called for a motion to approve the new contract. Commissioner White 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 Thomas White	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2013-04 – A Resolution Approving Grant Writing Services for the 2013 ROSS Grant**

Chairperson Hynes called for a motion to approve the lowest bidder for this service. 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 Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2013-05 – A Resolution Approving Dates for 2013 Board Meeting Schedule**

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 Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

**#2013- 06– A Resolution Appointing a JIF Fund Commissioner**

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 Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

There being no further business before the Board or public present for comments, at 4:35PM 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 Thomas White	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR