

# Housing Authority of the City of Cape May

## REGULAR MEETING

July 15, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the July 15, 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 Frank Acker  
Commissioner Jean Capilli  
Commissioner Tony Williams  
Commissioner Thomas White

Commissioner designee, Dr. Keith Lafferty, was not available to attend 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 from Avena CPAs and Maryellen Francke.

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 a motion to accept the June 17, 2013 Regular & Executive Session Meeting Minutes.

Commissioner White made the motion, seconded by Commissioner Acker, to accept the June 17, 2013 Regular and Executive Session Meeting Minutes.

The following vote was taken to approve the June 17, 2013 Regular and Executive Session Meeting Minutes.

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

### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 9-month Financial Report as submitted by the Accountant. The bottom line as of June 20, 2013 showed a profit of \$7,482.00.

The Board reviewed the report prepared by the Accountant showing the capital improvements funded by the profit created from the utilities savings. The total cost of those improvements was \$39,407.83. The report also showed the amount of capital improvements paid this year which were paid for from monies withdrawn from reserves. The total cost of these improvements was \$48,731.09, (which includes A/E fees and necessary improvements during unit turnarounds).

The Accountant presented the “Anticipated” Budget for the Fiscal year ending September 30, 2014. It was reported that HUD has not issued any information on the Operating or Capital Funding for the new fiscal year. Consequently the funding has been estimated as follows: Capital Funding at 80% of last year’s funding and Operating Subsidy at 82% of last year’s funding. As a result of this reduction it is estimated the Authority will experience a \$59,600.00 shortfall in operating receipts.

As a means of making up for this shortfall expenses have been drastically reduced including a cut in administrative salaries (through furlough leave), and maintenance expenses by limiting overtime costs and outside contractor costs.

The Board discussed additional avenues for increasing the operating receipts. The Accountant indicated that other Authorities are applying for grants and running additional Authorities. The ED indicated that she will be submitting another proposal to manage the Ocean City Housing Authority and we are awaiting HUD’s decision on the Security and Safety Grant.

**COMMITTEE REPORTS:**

Commissioner White reviewed the estimated cost from MTS to upgrade and expand the Electronic Monitor Surveillance Camera Systems for Broad Street, Lafayette Courts, the parking lots for Broad and Lafayette Courts. Discussions were held on the separation of the system from the Cape May Police Department. The ED explained the Police Department is not interested in upgrading their system and the Authority needs to continue with the project in order to enhance their systems for better coverage on these courts. After some discussion it was agreed that the project be approved provided there were sufficient funds to pay for this upgrade. The total estimated cost is \$4,638.00.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The E.D. recommended that the Board approve paving overlays and repairs on all three Courts to meet all code compliance including handicap/section 504 compliance.

The E.D. also requested that the Board approve the project to provide restricted access to the Broad Street parking lot.

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

The E.D. would like to recommend that the Board approve re-instating this suspended project and authorize the Authority to draw down the money from reserves to begin the completion of this project for the Lafayette and Osborne Courts.

The Board agreed that the Authority could proceed with partial improvements to include the paving overlays and repairs on all three courts to be in compliance with all codes. The Board also approved the installation of new vanities on the Lafayette and Osborne Courts provided the current reserves remained at a level that complies with HUD requirements for a 4-month reserve level.

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

<b><u>C.D./MONEY MARKET</u></b>		<b><u>MATURITY</u></b>
\$128,710.35	0.30%*	Money Market (Sturdy Bank)
\$300,463.62	0.50%	3/30/2014 (Sturdy Bank)
\$100,000.00	.25%	Money Market (Sun Bank)
<b><u>TOTAL</u></b>		
<b>\$529,173.97</b>		

**Energy Audit & Survey:**

In accordance with the ED’s recommendation outlined in the letter dated July 15, 2013, the Board approved the acceptance of the CTI Energy Audit Report. The Board also approved the ED’s recommendation not to enter into the EPC financial arrangement to implement energy savings programs at this time.

**Provider Proposals:**

**Conduit Repair on Broad Street Court:**

All work has been completed for this project.

**Security Cameras Upgrade & Broad Street Court Parking Lot:**

This matter was addressed under the Committee Reports.

**Safety & Security Grant:**

Roy Rogers Management Consultants have prepared the necessary paperwork and it has been mailed to Washington, D.C. It will still be subjected to the HUD “lottery process”.

**Ocean City Housing Authority – ED Position:**

The E.D. will be submitting another brief proposal to the Ocean City Housing Authority to manage their properties.

**Commissioners Vacancy:**

The Authority is still awaiting a response from the Governor’s Office concerning the appointment of Dr. Lafferty to the Board. Dr. Lafferty has made monthly phone calls reminding the Senator’s office that we would appreciate Mr. VanDrew’s assistance.

**Employee Wages:**

The Board approved the recommendation presented to them in the letter dated July 15, 2013 from the E.D.

**Broad Street Court Broken Pipe:**

The cost of this repair will be covered by insurance, minus the \$1,000.00 deductible. This will include both the plumbing and concrete repairs.

**Barbacane, Thornton & Company:**

The Board signed the Engagement Letter with Barbacane, Thornton & Company to enter into the second year of an Agreement with them to complete the FYE 2013 Annual Audit.

The Board approved the cancellation of the August 19, 2013 Board Meeting but will expect to vote on the monthly bills and any other emergent issues.

**Resolutions:**

**#2013-30 – A Resolution Approving Monthly Expenses:**

Chairperson Hynes called for a motion to pay the monthly expenses. Commissioner White made a motion to approve the payment of the monthly expenses with the understanding that the ED will notify the Board when the remaining Atlantic City Electric bills are received and to pay those expenses. Vice-Chairperson Swain seconded the motion. The following vote was taken:

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

**#2013-31– A Resolution To Enter Executive Session:**

The Board determined there was no need to enter Executive Session.

**#2013-32 – A Resolution Approving Renewal of Membership in NJ Joint Insurance Fund (JIF)**

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	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

**#2013-33 – A Resolution Additional Electronic Monitor Surveillance Camera System**

Chairperson Hynes called for a motion to approve the resolution. Commissioner White made a motion that the upgrade be approved provided there was enough money in the budget for this upgrade, Vice-Chairperson Swain seconded the motion and the following vote was taken:

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

**#2013-34 – A Resolution Approving the Operating Budget 2013-2014**

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

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

**#2013-35 – A Resolution Approving the Operating Subsidy for NJ062**

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

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(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 Vice-Chairperson Swain and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR