

Housing Authority of the City of Cape May

REGULAR MEETING

June 17, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the June 17, 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

The following individuals were also present: Carol Hackenberg, Executive Director, Charles W. Gabage, Esquire, Solicitor from the firm of Eisenstat, Gabage & Furman, Dr. Keith Lafferty 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 May 20, 2013 Regular Meeting Minutes.

Vice-Chairperson Swain made the motion, seconded by Commissioner Capilli, to accept the May 20, 2013 Regular Meeting Minutes.

The following vote was taken to approve the May 20, 2013 Regular 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 8-month Financial Report as submitted by the Accountant. The bottom line as of May 31, 2013 showed a profit of \$11,408.00.

The E.D. pointed out that the “profit” number of \$11,408.00 is misleading because the Authority for the past three months has had to draw down money from reserves to cover the monthly expenses. The Board agreed that the Accountant will be asked to explain this discrepancy at the Board Meeting to be held on July 15, 2013.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Paving Overlays and Repairs – All Three Courts:

As a result of the February 28, 2013 notice from HUD concerning the cuts in the operating subsidy, this project has been “suspended” and the contractor has been notified accordingly. Pending a decision of some alternate work on the Broad Street parking lot entrance, partial work may be done.

Installation of New Bathroom Vanities for Lafayette/Osborne Courts:

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

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

<u>C.D./MONEY MARKET</u>		<u>MATURITY</u>
\$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)
<u>TOTAL</u>		
\$529,173.97		

Energy Audit & Survey:

The Authority received a response from the HUD engineer which did not indicated whether they would recommend the Authority move ahead with the CTI recommendations.

After some discussion the Chairperson directed the E.D. to obtain feedback from the Housing Authority of the City of Meriden who entered into a contract with CTI Energy Services, LLC. The Board tabled the matter until the next Board Meeting on July 17, 2013.

Provider Proposals:

Conduit Repair on Broad Street Court:

Marsden will be on site on Tuesday, June 11, 2013 to do the conduit repair work. Mr. Collins will maintain oversight of this work.

Security Cameras Upgrade & Broad Street Court Parking Lot:

Chairperson Hynes asked Commissioner White to review the estimate from MTS to upgrade the current system.

The E.D. also advised the Board that MTS also presented a proposal to retrofit all premises with LED lighting. MTS has also written to HUD to determine if HUD would make the leasing payments a component of the electric bill, for operating subsidy purposes.

Safety & Security Grant:

Roy Rogers Management Consultants have prepared the necessary paperwork and it has 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. has submitted a 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.

Chairperson Hynes entertained a motion to suspend the Regular Meeting in order to enter into the Executive Session. A motion was made by Commissioner White; seconded by Commissioner Williams. The approval was unanimous. The Regular Meeting was suspended at 4:25p.m.

After the close of the Executive Session, the Regular Meeting was again opened at 4:58p.m.

Resolutions:

#2013-27– 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 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)

#2013-28– A Resolution To Enter Executive Session:

Chairperson Hynes called for a motion to enter Executive Session. 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	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

#2013-29 – A Resolution To Amend the Five-Year Annual Agency Plan

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)

There being no further business before the Board or public present for comments, at 5:10PM Chairperson Hynes called for a motion to **adjourn**. 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	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR