

# Housing Authority of the City of Cape May

## REGULAR MEETING

March 18, 2013

At 4:00 PM, Vice-Chairperson Swain **Called to Order** the March 18, 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:

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, Doctor Keith Lafferty and Maryellen Francke.

Chairperson Thomas Hynes was not in attendance at this meeting.

Vice-Chairperson Patricia Swain read the “**Statement of Compliance – Sunshine Law**” and led the Pledge of Allegiance.

Vice-Chairperson Patricia Swain declared there was a quorum present.

Vice-Chairperson Swain called for approval of the February 25, 2013 Regular Meeting Minutes.

Commissioner Williams made the motion, seconded by Commissioner Capilli, to accept the February 25, 2013 Regular Meeting Minutes.

The following vote was taken to approve the February 25, 2013 Regular Meeting Minutes.

Vice-Chairperson Patricia Swain	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)
Commissioner Thomas White	(Abstained)

### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 5-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of February 28, 2013 showed a profit of \$18,312.00.

As a result of the anticipated reduction in the HUD subsidy funding Ms. Avena submitted a revised Anticipated Budget for the Cape May Housing Authority as of March 11, 2013. The revised budget provides for a reduction in the operating subsidy, sundry items and utilities. It also provides for an increase in Maintenance wages and benefit costs to incorporate the cost of the new part-time maintenance employee; however, this was partially offset by a reduction in other maintenance costs such as use of outside contractor services, maintenance materials, etc. As a result of these revisions the anticipated profit has been reduced to zero.

Ms. Avena noted that with no anticipated profit the Authority will be on a tight spending schedule. She also noted that the Board should anticipate a reduction in funding for the FY 2014 budget.

**FYE 2012 AUDIT REPORT:**

The E.D. provided a copy of the Final Report on Audit of Financial Statements and Supplemental Information to the Board. The final audit report will be mailed to HUD and the State of New Jersey and the Condensed Financial Report will be published in the three newspapers and posted on the Housing Authority website.

**COMMITTEE REPORTS:**

There were no committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

This project will need to be finished because it will affect the next REAC inspection. A contract has been signed with Concrete Raising of South Jersey in the amount of \$1,890.00 to repair Osborne Court stoops. A contract has also been signed with Ocean Construction in the amount of \$9,120.00 to repair the Lafayette drying area wall, the Lafayette Office driveway and sidewalk expansion joint fillers.

**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)
\$100,000.00      .25%	Money Market (Sun Bank)
<b><u>TOTAL</u></b>	
<b>\$574,927.06</b>	

**Energy Audit & Survey:**

Representatives from CTI will attend the April 15, 2013 Board Meeting to clarify the energy audit report. The E.D. has made arrangements for a third party engineer from HUD to review the final energy audit report, gratis.

**Provider Proposals:**

**INSTALLATION OF NEW BATH ROOM VANITIES:**

Due to the potential cuts in the HUD Operating Fund Subsidy this project has been put on hold until further clarification is received from HUD on the amount of the subsidy funding reduction.

**PAVING OVERLAYS AND REPAIRS:**

Due to the potential cuts in the HUD Operating Fund Subsidy this project has been put on hold until further clarification is received from HUD on the amount of the subsidy funding reduction.

**Commissioners Vacancy:**

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

The City Clerk advised the E.D. that the appointment of Frank Acker as a Commissioner will be placed on the Cape May City Council Meeting on March 19, 2013.

**SEQUESTRATION ORDER:**

The E.D. has received several notices from PHADA concerning the potential for a significant reduction in the HUD Operating Fund Subsidy. The latest notice indicates that the estimate that the Operating Fund proration could fall as low as 73%. This could potentially result in a total loss of \$33,987.23. As a means of addressing this reduction the E.D. has reduced the maintenance staff hours; reduced the purchase of supplies and limited the unit repairs based on necessity. The E.D. has also contacted HUD Newark and HUD Washington to try and recoup money based on HUD’s energy rate reduction incentive program as a result of the savings on electric and water costs.

**MISCELLANEOUS:**

1. The Authority is moving forward with the eviction of a tenant. The Court upheld the eviction and turned the matter over to the Court Constable.
2. On March 15, 2013 the E.D. attended PIC training in Forsgate.
3. Security Camera upgrade is awaiting grant application process by HUD and a response from the Cape May Police Department to agree to the upgrade.
4. The E.D. is beginning the process of preparing the necessary paperwork for the fourth year of the 5-Year Agency Plan. The Resident Advisory Board Meeting is scheduled for Thursday, April 25, 2013.

**Resolutions:**

**#2013-13– A Resolution Approving Monthly Expenses:**

Vice-Chairperson Swain called for a motion to pay the monthly expenses. Commissioner White made a motion to approve the resolution, seconded by Commissioner Capilli. The following vote was taken:

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

**#2013-14– A Resolution Enter Executive Session:**

There was no need to enter Executive Session.

**#2013-15 – A Resolution Approving Architect of Record**

Vice-Chairperson Swain called for a motion approving Charles Collins as Architect of Record. Commissioner Williams made a motion to approve the resolution, seconded by Commissioner White. The following vote was taken:

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

**#2013-16 – A Resolution of Compliance for N.J.S.A. 40A:12A-46 & N.J.A.C. 5:44-2.4**

Vice-Chairperson Swain called for a motion approving the Resolution of Compliance. Commissioner White made a motion to approve the resolution, seconded by Vice-Chairperson Swain. The following vote was taken.

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

**#2013-17 – A Resolution Approving Concrete Alterations for Osborne Court**

Vice-Chairperson Swain called for a motion awarding the contract to CRC Concrete Raising of SJ, Inc. Commissioner White made a motion to approve the resolution, seconded by Commissioner Capilli. The following vote was taken.

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

**#2013- 18– A Resolution Approving Concrete Alterations for Lafayette Court & Sidewalk Expansion Joint Fillers**

Vice-Chairperson called for a motion awarding the contract to Ocean Construction Company. Commissioner White made a motion to approve the resolution, seconded by Vice-Chairperson Swain. The following vote was taken.

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

There being no further business before the Board or public present for comments, at 4:35PM Vice-Chairperson Swain called for a motion to **adjourn**. Commissioner White made the motion; seconded by Vice-Chairperson Swain and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR