

# Housing Authority of the City of Cape May

## REGULAR MEETING

May 20, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the May 20, 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, 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 asked Solicitor Gabage to administer the Oath of Office to the new Commissioner Frank Acker. Mr. Acker pledged to perform all duties of the office of Commissioner of the Cape May Housing Authority.

Chairperson Hynes called for a motion to accept the April 25, 2013 Regular Meeting Minutes.

Vice-Chairperson Swain made the motion, seconded by Commissioner Capilli, to accept the April 25, 2013 Regular Meeting Minutes.

The following vote was taken to approve the April 25, 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	(Abstain)
Commissioner Frank Acker	(Abstain)

### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 7-month Financial Report as submitted by Linda Avena, CPA. The bottom line as of April 30, 2013 showed a profit of \$17,257.00.

The ED reported that the Account has suggested that the Authority spend down reserves so that the amount is equal to 6-months reserves. The 6-month reserve level for the Authority would be \$358,110.00. The ED advised fund reserves were reduced by \$20,000.00 in order to pay the PERS (Pension) annual appropriations assessment in conjunction with the other April bills.

The ED also reported HUD has announced that the Capital Funding for this year will be at 50% which will equal about \$48,000.00 instead of \$87,000.00 for the Cape May Housing Authority.

**COMMITTEE REPORTS:**

There were no committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

**Completion of Outstanding Work Sidewalks/Stoops – All Three Courts:**

On April 30, 2013, Ocean Construction completed the re-paving of the Lafayette Court driveway. On May 2, 2013, the CRC Concrete Company of South Jersey completed repairs to Osborne Court Stoops.

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

This project has been put on hold. However, the E.D. has been looking into doing some of the work that would have been done had the CMHA been awarded the HUD Safety and Security Grant. Based on existing concerns on Broad Street Court, a restricted access parking lot may be a viable solution to abate some Broad Street unauthorized visitors and safety issues. Ocean Construction, Mr. Collins and our security camera expert will give City safety officials some proposed plans. The vanities for Lafayette and Osborne Courts should still be possible.

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

<u>C.D./MONEY MARKET</u>	<u>MATURITY</u>
\$154,463.44      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>\$554,927.06</b>	

**Energy Audit & Survey:**

The Authority is still awaiting a response from the HUD engineer who is reviewing the energy audit and their proposal.

On Wednesday, May 8, 2013 a meeting was held with the Attorney, the Accountant, the Board Chairperson, the E.D. and representatives from CTI to review the proposed implementation of the energy saving programs proposed by CTI. The Solicitor, Accountant, Chairperson and the ED reported on the results of this meeting.

After much discussion it was agreed that before the Board would take any action on the CTI proposal the ED would secure a report from the HUD Engineer and obtain feedback from other Housing Authorities who have implemented energy saving programs proposed by CTI.

**Provider Proposals:**

**Conduit Repair on Broad Street Court:**

On April 24, 2013 the Architect received four quotes for this work; the lowest responsible bidder was Marsden & Sons Contractor, Inc. whose bid amount was \$9,000.00.

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

The E.D., in conjunction with the Architect, is gathering information necessary to upgrade security surveillance. They are also researching the potential cost to provide a security gate entrance for the Broad Street Court parking lot.

**Safety & Security Grant:**

Roy Rogers Management Consultants have submitted a proposal to assist in preparing and submitting an application package for HUD’S Safety and Security Grant for a fee of \$1,200.00. Again the lottery process will be the deciding factor. The Board unanimously approved having Roy Rogers Management Consultants prepare the necessary paper work for the Safety and Security Grant.

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

The ED reported that the Ocean City Housing Authority has advertised for an Executive Director. The Board authorized the ED to submit a proposal from the Cape May Housing Authority to potentially manage this Housing Authority.

**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

**MISCELLANEOUS:**

1. The Cape May Elementary School Children K-Kids in conjunction with support from Kiwanis Club members and some seniors from the Lafayette and Osborne Courts participated in the planting of a vegetable garden and a pizza lunch on May 7, 2013.
2. The Snap-Ed nutrition courses will be starting again this April.
3. Representatives from Atlantic Care presented a Stroke Awareness Presentation on Thursday, May 9, 2013 in the Authority Community Room.
4. The Senior Resident Council for the Lafayette and Osborne Courts initiated a Word Puzzle Contest; the winners will receive a \$15.00 gift certificate from Dellas 5 & 10 Store in Cape May.

**Resolutions:**

**#2013-23– A Resolution Approving Monthly Expenses:**

Chairperson Hynes called for a motion to pay the monthly expenses. Commissioner Williams made a motion to approve the resolution, 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)

**#2013-24– A Resolution To Enter Executive Session:**

There was no need to enter Executive Session.

**#2013-25 – A Resolution Approving Conduit Repair and Replacement for Broad Street Court**

Chairperson Hynes called for a motion approving awarding the Contract to Marsden & Sons Electrical Contractor. 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 Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Thomas White	(Yes)
Commissioner Tony Williams	(Yes)

**#2013-26 – A Resolution Approving Payment of All Air Conditioning Costs for Tenants**

Chairperson Hynes called for a motion to approve the Resolution to Assume All Air Conditioning Costs for Tenants. Vice-Chairperson Swain made a motion to approve the resolution, 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 5:14PM Chairperson Hynes called for a motion to **adjourn**. Commissioner Williams made the motion; seconded by Commissioner Acker 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