

**Housing Authority of the City of Cape May**

**REGULAR MEETING**

November 18, 2013

At 4:00 PM, Vice-Chairperson Swain **Called to Order** the November 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 Swain
- Commissioner Frank Acker
- Commissioner Jean Capilli
- Commissioner Tony Williams

Commissioner designee, Dr. Keith Lafferty was present for 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 & Heidi Burke, from Avena CPAs and Maryellen Francke.

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

Following the roll call of Commissioners, Vice-Chairperson Swain declared there was a quorum present.

Vice-Chairperson Swain called for a Motion to accept the October 21, 2013 Regular and Executive Session Meeting Minutes.

Commissioner Williams made the Motion, seconded by Commissioner Acker, to accept both the October 21, 2013 Regular and Executive Session Meeting Minutes.

The following vote was taken to approve the October 21, 2013 Regular and Executive Session Meeting Minutes.

- |                                 |       |
|---------------------------------|-------|
| Vice-Chairperson Patricia Swain | (Yes) |
| Commissioner Tony Williams      | (Yes) |
| Commissioner Jean Capilli       | (Yes) |
| Commissioner Frank Acker        | (Yes) |

**ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 1-month Financial Report as submitted by the Accountant. The bottom line as of October 31, 2013 showed a profit of \$9,093.00. Ms. Avena advised the Board that the fiscal year-end report is in the process of being completed.

**COMMITTEE REPORTS:**

On October 25, 2013, Commissioner White and Dr. Lafferty completed a buildings and grounds inspection on all three courts. The Authority immediately followed up on correcting the issues noted in Commissioner White’s report. Overall things looked good.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The Architect and Straga Brothers will soon finalize plans for the implementation of this project which will begin following the installation of conduits under the Broad Street parking lot.

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

The Architect and Ocean Construction are in the process of ordering cabinets and vanities. They are also preparing the change order for work on the restricted access parking system.

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

<u>C.D./MONEY MARKET</u>	<u>MATURITY</u>
<b><u>TOTAL</u></b>	
\$300,463.62	3/20/2014 (Sturdy Bank)
\$218,992.91	Money Market (Sturdy Bank)
<b>\$519,456.53</b>	

**Operating Subsidy Funding:**

HUD has issued a preliminary estimate of the HUD operating subsidy for Fiscal Year 2014. This estimate indicates the Authority may receive approximately \$315,000.00.

**Provider Proposals:**

**Snow Removal Contract:**

The Authority received two proposals, one from Douglass Landscaping, and also Coastal Landscaping. The Board will be asked to approve a resolution awarding the contract to Coastal Landscaping who was the lowest bidder.

**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.

**Automobile Trade-In/Lease:**

The Authority received three proposals and the lowest bid was from Burke Motors. The Chairperson Thomas Hynes, advised the Board that the ED was authorized to proceed with securing a 3-year lease for a 2014 Chevy Cruze with Burke Motors.

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

On November 1, 2013 a meeting was held with the Architect. He is awaiting final system SPECS for the Broad Street parking area to be certain all will be compatible with the existing camera system.

**Miscellaneous:**

1. The Macedonia Baptist Church is planning to prepare Thanksgiving Dinners for all of the residents of the Cape May Housing Authority.
2. The Authority contacted Manpower Temporary Agency for the “as-needed” services of a temporary general labor maintenance employee. The temporary employee started work on November 12, 2013.
3. On October 30, 2013 the Social Security Administration announced a 1.5% increase to the benefits paid to recipients beginning January 1, 2014.

**Resolutions:**

**#2013-50 – A Resolution Approving Monthly Expenses:**

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

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

**#2013-51– A Resolution To Enter Executive Session:**

There was no need for an Executive Session.

**#2013-52 – A Resolution Approving Snow Removal Contract**

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

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

**#2013-53 – A Resolution Approving Operating Subsidy 2014 NJ-62001**

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

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

Vice-Chairperson Swain asked if there was any further business to conduct.

There being no further business before the Board or public present for comments, at 4:25PM Vice-Chairperson Swain called for a Motion to **adjourn the meeting**. Commissioner Williams made the Motion; seconded by Commissioner Acker and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR