

# Housing Authority of the City of Cape May

## REGULAR MEETING

October 21, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the October 21, 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 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, 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 September 16, 2013 Regular and Executive Session Meeting Minutes.

Commissioner White made the Motion, seconded by Vice-Chairperson Swain, to accept both the September 16, 2013 Regular and Executive Session Meeting Minutes.

The following vote was taken to approve the September 16, 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 12-month Financial Report as submitted by the Accountant. The bottom line as of September 30, 2013 showed a profit of \$5,149.00. Ms. Avena advised the Board that the fiscal year-end report would be completed within the next month.

### **COMMITTEE REPORTS:**

Commissioner White plans to assess the buildings and grounds next week.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

On Tuesday, September 10, 2013, the Architect and Straga Brothers met to finalize plans for the implementation of this project.

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

On Tuesday, September 10, 2013, the Architect and Ocean Construction met to review plans for beginning this project. The project plans are in progress, including selection of the vanity wood color.

**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>	

**REAC Inspection:**

The Annual REAC Inspection usually occurs in September. As of this date the Authority has not been notified when the inspection will be conducted this year. The government shutdown is prolonging the date.

**Operating Subsidy Funding:**

The Authority is awaiting notification from HUD on the amount of this funding for FY 2014; it is anticipated notification will be received by November 15, 2013.

**Provider Proposals:**

**Legal Contract:**

The Board will be asked to approve a resolution to award the legal service contract to the firm of Eisentat, Gabage & Furman.

**Snow Removal Contract:**

The Authority advertised for interested providers to provide snow removal services for the period November 1, 2013 through April 30, 2014.

**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.

The City of Cape May has approved the re-appointment of Patricia M. Swain, Thomas White, Tony Williams and Frank Acker.

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

The E.D. is making arrangements with MTS and the architect to begin making preparations to complete this project.

**Miscellaneous:**

1. The Authority completed notification to employees of Benefits Open Enrollment.
2. Snap-Ed nutrition classes began on October 3, 2013 but had to be cancelled when the government shutdown occurred.
3. ED Car – the Authority has prepared a RFP to obtain competitive figures for a possible trade-in of the current Pontiac G6. The Authority is also exploring the possibility of leasing a car for the next three years.

4. ED will be attending a training seminar in November 2013.

**Resolutions:**

**#2013-46 – 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 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)

**#2013-47– A Resolution To Enter Executive Session:**

Chairperson Hynes called for a Motion to enter Executive Session. 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)

**#2013-48 – A Resolution Approving Legal Service Contract**

Chairperson Hynes called for a Motion to approve the resolution. 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)

**#2013-49 – A Resolution Approving Election Chairperson Hynes and Vice-Chairperson Swain**

Chairperson Hynes called for a Motion to approve the resolution. Commissioner Williams 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)

At 4:30PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss Authority staffing.

At 4:30PM the regular meeting was reconvened.

Chairperson Hynes asked if there was any further business to conduct.

There being no further business before the Board or public present for comments, at 4:40PM Chairperson Hynes called for a Motion to **adjourn the meeting**. Commissioner Williams made the Motion; seconded by Commissioner White 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