

Housing Authority of the City of Cape May

REGULAR MEETING

September 16, 2013

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the September 16, 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, Heidi Burke, Dan 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 July 15, 2013 Regular Session and Executive Meeting Minutes.

Commissioner White made the Motion, seconded by Vice-Chairperson Swain, to accept the July 15, 2013 Regular Session and Executive Meeting Minutes.

The following vote was taken to approve the July 15, 2013 Regular Session 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 11-month Financial Report as submitted by the Accountant. The bottom line as of August 31, 2013 showed a loss of \$5,868.00.

COMMITTEE REPORTS:

There were no Committee reports.

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; however, it was determined implementation will begin following notification from HUD of the Operating Subsidy grant for Fiscal Year 2014.

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

<u>C.D./MONEY MARKET</u>		<u>MATURITY</u>
\$118,710.35	0.30%	Money Market (Sturdy Bank)
\$300,463.62	0.50%	3/30/2014 (Sturdy Bank)
\$100,000.00	.25%	CD 9/28/2013
<u>TOTAL</u>		
\$518,173.97		

REAC Inspection:

The annual HUD REAC Inspection usually occurs in September. As of this date the Authority has not been notified when the inspection will be conducted this year. However in anticipation of this event the E.D. engaged an outside provider, who also performs REAC Inspections, to walk the grounds and perform random inspections of the units on all three courts. On Saturday and Monday (August 24&26), this inspection was completed. The Maintenance Staff and some contractors are currently following up on suggested changes and repairs.

Capital Fund:

The Authority has received notification from HUD that the Capital Funding for FY 2014 will be \$84,062.00.

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 October 3, 2013.

Provider Proposals:

Auditing Services Contract:

The Board will be asked to approve a Resolution for the second year of the contract with Barbacane and Thornton Company to perform the audit for Fiscal Year 2013. The auditing fee of \$9,000.00 will remain the same for this audit. The audit start date is set for December 9, 2013.

Fee Accounting Services Contract:

The Board will be asked to approve a Resolution approving the second year of the contract with Linda Avena, CPA, PA. The fee of \$65.00 per hour not to exceed \$10,000.00 will remain unchanged.

Trash Removal Services:

The Board will be asked to approve a Resolution approving the second year of a contract with Waste Management of New Jersey, Inc. for trash removal services. The fee will increase from \$16,800.00 to \$17,640.00.

Safety & Security Grant:

The Authority did not win the lottery for this grant.

Ocean City Housing Authority – ED Position:

On August 23, 2013, the Chairman sent a letter to the Ocean City Housing Authority in response to their request for a proposal for the Cape May Housing Authority to provide Management Services. The CMHA proposal was for \$55.00 per hour. Although they did not accept the offer because they chose to hire an Executive Director, they were pleased with our proposal.

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.

Accounts Receivable Decried as Uncollectible:

The Board will be asked to approve a Resolution for the write-off of \$95.65 as an uncollectible debt.

Miscellaneous:

1. The Maintenance Staff has completed the Annual Inspection of all units.
2. The Authority is making preparations to be in compliance with the Affordable Care Act which takes effect as of January 1, 2014. The employees will be notified of their right to explore purchasing private health insurance through the Health Insurance Marketplace.

Resolutions:

#2013-36 – 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)

#2013-37– 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)

#2013-38 – A Resolution Approving Cape May Elementary School C.R.E.W. Program

The Board reviewed the reduced amount being allocated to the C.R.E.W. Program. It was agreed that the Board would revisit the amount of the donation following notification from HUD on the amount of the Operating Subsidy Grant the Authority will receive for FY 2014.

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)

#2013-39 – A Resolution Approving Fiscal Year 2014 Employee Wages

Commissioner Williams proposed that going forward, the Authority develop another solution to reducing expenses that does not include the reduction of employee wages.

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

#2013-40 – A Resolution Approving Accounts Receivable - Uncollectible

Chairperson Hynes called for a Motion to approve the resolution. Commissioner White made the Motion, 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)

#2013-41 – A Resolution Approving Auditing Services Contract

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

#2013-42 – A Resolution Approving Fee Accountant Services

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

#2013-43 – A Resolution Approving Trash Removal Services

Chairperson Hynes called for a Motion to approve the resolution. Commissioner White made the Motion, 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)

#2013-44 – A Resolution Approving Capital Fund Program

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Swain made the Motion, 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)

#2013-45 – A Resolution Approving Adopted Budget

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Swain 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 tenant matters.

At 4:35PM the regular meeting was reconvened.

Chairperson Hynes asked if there as any further business to conduct. The Board proceeded to accept nominations for the position of Chairperson and Vice-Chairperson. Commissioner White nominated Thomas G. Hynes for Chairperson and Patricia M. Swain for Vice-Chairperson. The nominations were seconded by Commissioner Williams. The vote was unanimous in favor of Mr. Thomas G. Hynes as Chairperson and Patricia M. Swain as Vice-Chairperson.

Chairperson Hynes and Vice-Chairperson Swain both accepted the position of Chairperson and Vice-Chairperson, respectively.

There being no further business before the Board or public present for comments, at 4:55PM Chairperson Hynes called for a Motion to **adjourn the meeting**. Commissioner White made the Motion; seconded by Vice-Chairperson Swain 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)

Chairperson Hynes polled the Commissioners regarding their willingness to attend the re-organization meeting to be held at 6:00p.m. The Commissioners unanimously voted to reconvene at 6:00p.m. to attend the re-organization meeting.

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR