

# Housing Authority of the City of Cape May

## REGULAR MEETING

April 28, 2014

At 4:00 PM, Chairperson Hynes **Called to Order** the March 24, 2014 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 M. Swain  
Commissioner Jean Capilli  
Commissioner Frank Acker  
Commissioner Tony Williams  
Commissioner Thomas White

Commissioner designee, Dr. Keith Lafferty was not present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Charles W. Gabage, Esquire, Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena from Avena CPAs, Jim Hehre from EMEX and Maryellen Francke.

Chairperson Hynes noted that there were no members of the public present at the meeting.

Chairperson 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 March 24, 2014 Regular Meeting and Executive Session Minutes.

Commissioner Williams made the Motion, seconded by Commissioner White, to accept the March 24, 2014 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the March 24, 2014 Regular Meeting and Executive Session Minutes.

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

### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 6-month Financial Report as submitted by the Accountant. The bottom line as March 31, 2014 showed a profit of \$15,972.00.

### **COMMITTEE REPORTS:**

There were no committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The Contractor, Straga Brothers, will begin site work next week. They will be doing a demo on Lafayette Court. If everything this work proves viable they will continue work on all courts.

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

This project is complete except for the handicapped units. New vanities have been ordered and have been delivered for installation.

**Broad Street Parking Lot – Security Upgrades:**

The Authority is reconsidering the installation of a gated system for the Broad Street parking lot; instead the Site Manger is exploring the option of re-registering all motor vehicles for this court. Once parking stickers have been issued then the Authority can engage a towing company to tow unauthorized vehicles parked on this lot. The Board agreed that this is a more viable approach and the Authority should finalize plans to proceed with this option.

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

<b><u>MONEY MARKET</u></b>	
<b><u>TOTAL</u></b>	
\$462,788.13	Money Market (Sturdy Bank)
<b><u>TOTAL</u></b>	<b><u>\$462,788.13</u></b>

**Energy Savings:**

The E.D. introduced Jim Hehre from EMEX who reported on the results of the Auction held on Friday, April 25, 2014. There were several bidders and Hudson Energy, who is the current provider, was the lowest bidder. Jim Hehre is recommending that the Authority accept their bid for a total cost of 0.08860 for a six month term.

It was explained that the six month term is recommended because Atlantic City Electric has not published their winter tariff rates and the new ones are not expected until sometime later in the summer.

After some discussions and questions the Board agreed that the Authority, at this time, should accept the Hudson Energy six-month proposal.

**Commissioners:**

Chairperson Hynes advised the Board that he had spoken with Dr. Lafferty who indicated he has talked to Senator Van Drew again who is going to contact the Governor’s Office to find out what is delaying the process of appointing the State Commissioner.

Commissioner Acker attended Rutgers Public Relations Communication training on April 5, 2014. He is scheduled to attend the Rutgers Ethics training on May 17, 2014. Commissioner Acker will continue to work with the ED to schedule the remaining required courses. The new program booklet has just been released.

**Operating Fund Subsidy.**

The Authority is still awaiting notification from HUD on the Operating Subsidy Funding for this fiscal year. Their notification has been delayed again but they indicate the proration is at about 89%.

**LANDSCAPING-SNOW REMOVAL:**

As a means of reducing operating expenses, the Authority will be performing the Landscaping and Snow Removal duties this year. The Board questioned whether the Authority had enough people on staff to handle these tasks. The E.D. assured the Board that if there were any problems they could engage an outside provider on an as-needed basis.

**Annual Plan:**

The Authority is completing the necessary paperwork for the Annual Plan for submission to HUD.

The E.D. will be meeting with the Senior Resident Council on April Tuesday, April 29, 2014 to review the Annual Plan and progress report and the new requests from the Resident Board.

**Miscellaneous:**

1. The Authority will be hosting the Snap-Ed Program again this year.
2. The Site Manager will be starting the Annual HUD UPCS Inspection on Osborne Court.
3. The Episcopal Church of the Advent donated Acme Markets Gift Cards to all of the residents.
4. As a result of the extensive repairs needed in the vacated unit on Broad Street (#15) HUD approved taking the unit “off-line”, which means the Authority will not have to complete the refurbish process in less than twenty days.
5. The E.D. attended a Court Hearing concerning an eviction.

**Resolutions:**

**#2014-12 – 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 Tony Williams	(Yes)
Commissioner Thomas White	(Yes)

**#2014-13– A Resolution To Enter Executive Session:**

Chairperson Hynes called for a Motion to enter Executive Session. Commissioner White made a Motion to enter Executive Session, 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 Tony Williams	(Yes)
Commissioner Thomas White	(Yes)

**#2014-14 – A Resolution Approving Changes in the Authority Personnel Policy**

Chairperson Hynes called for a Motion to approve the resolution. 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 Tony Williams	(Yes)
Commissioner Thomas White	(Yes)

At 4:25PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss a personnel matters.

At 4:40PM the regular meeting was reconvened.

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

There being no further business before the Board, at 4:50PM Chairperson Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Swain 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 Tony Williams	(Yes)
Commissioner Thomas White	(Yes)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR