

## Housing Authority of the City of Cape May

### REGULAR MEETING

February 24, 2014

At 4:00 PM, Chairperson Hynes **Called to Order** the February 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

Commissioners Tony Williams and Thomas White did not attend this meeting.

Commissioner designee, Dr. Keith Lafferty was present for this meeting.

The following individuals were also present: Carol Hackenberg, Executive Director, Joseph Culligan, Site Manager, Frank DeFroda, Auditor from Barbacane, Thorton & Company and Linda Avena from Avena CPAs.

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 January 27, 2014 Regular Meeting Minutes and the January 27, 2014 Executive Session Minutes.

Vice-Chairperson Swain made the Motion, seconded by Commissioner Capilli, to accept the January 27, 2014 Regular Meeting Minutes and the January 27, 2014 Executive Session Minutes.

The following vote was taken to approve the January 27, 2014 Regular Meeting Minutes and the January 27, 2014 Executive Session Minutes.

Chairperson Hynes	(Yes)
Vice-Chairperson Swain	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)

#### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 4-month Financial Report as submitted by the Accountant. The bottom line as of January 31, 2014 showed a profit of \$39,657.00. The Accountant noted that the report has an additional line entitled “Capital Funds Drawn Down”, and Capital expenditures are noted at the bottom of the report.

Chairman Hynes asked that the Auditor speak about the Audit Report dated January 27, 2014. Mr. DeFroda reviewed the Housing Authority of the City of Cape May Report of Audit of Financial Statements and Supplemental Information for September 30, 2013 and 2012 as follows: The assets exceeded the liabilities by \$1,642,712; There was a decrease in cash and cash equivalents of \$56,692; the Authority had grant revenues of \$303,373 (operating grants) and \$87,169 (capital fund grants). Total assets decreased by \$121,648 or 6.63%, specifically, cash and cash equivalents decreased by \$56,691 and capital assets decreased by \$64,383, primarily due to capital improvements of \$56,189 offset by depreciation; other current assets decreased by \$575, or 5.46% due to decrease in tenant receivables; total liabilities decreased by \$48,133 or 40.99% , primarily due to a decrease in accounts payable.

Mr. DeFroda concluded his report by stating that the Authority had a clean audit. Chairperson Hynes thanked Mr. DeFroda for his report and he was excused from the meeting.

**COMMITTEE REPORTS:**

There were no committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The Architect is working with various vendors to finalize construction plans. However, due to winter weather and batch plant closings, this may be delayed to Spring.

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

The installation of the vanities began on February 10, 2014 and most of the work has been completed except for the handicap units. There was not enough space between the toilet and the bathtub. New ones have been ordered.

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

This project is on hold until a final decision is made on the required specifications.

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

<u>C.D./MONEY MARKET</u>	<u>MATURITY</u>
<u>TOTAL</u>	
\$300,463.62	3/20/2014 (Sturdy Bank)
\$178,992.91	Money Market (Sturdy Bank)
<u>TOTAL</u>	<u>\$479,456.53</u>

**Energy Savings:**

The Authority has not received all of the electric bills for this month so the energy savings could not be calculated at this time. The E.D. will update the energy savings report for the next meeting.

**Commissioners Vacancy:**

The Authority still has not received a response from the Governor’s Office concerning the appointment of Dr. Lafferty to the Board.

**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.

**Miscellaneous:**

1. The Authority is still awaiting a response from Cape Human Resources concerning the money owed to the Authority for undelivered heat pumps.
2. The E.D. introduced the new Site Manager, Joseph Culligan to the Board.
3. The Authority received notice that due to the PHAS score from the previous fiscal year of a High Performer, they will not be accessed for the past fiscal year. However the Authority will maintain the High Performer rating for this year.
4. The E.D. reported to the Board that she met with one Commissioner and the Maintenance Supervisor last week concerning the possibility of the Brick Housing Authority retaining her services as the Executive Director. The Brick Authority also submitted a possible Agreement between them and CMHA. The Agreement specifies a total payment of \$700.00 per month for these services. After some discussion it was determined that Mr. Gabage would review the Agreement and the Board would again review the matter at the March 24, 2014 Board Meeting.

**Resolutions:**

**#2014-04 – 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)

**#2014-05– A Resolution To Enter Executive Session:**

There was no need for an Executive Session.

**#2014-05 – A Resolution Approving Audit Review Certificate**

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

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

Commissioner Capilli stated that some of the residents asked her to bring two issues to the Board's attention as follows:

“With the installation of the new vanities it takes forever to get hot water.” They want to know if something can be done to increase the hot water flow.

Joseph Culligan responded that he is aware of the problem that is caused by the new water savers that were installed which is causing a delay in the flow of hot water. He is suggesting that the Authority go to 1.6 aerator which will give a better flow.

Some of the tenants on Lafayette Court want the Authority to install a carbon monoxide alarm in the units. The E.D. indicated that we do not have any gas utilities but that the carbon monoxide may be coming from the trucks that unload on the Acme loading dock. It was agreed that the Authority would send a letter to the Cape May Environmental Services about the problem. The Authority will also send a notice to the tenants advising them that there is no carbon monoxide coming from the Authority utilities since we only use electric.

There being no further business before the Board, at 4:40PM 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)

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR