

# Housing Authority of the City of Cape May

## REGULAR MEETING

March 24, 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 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 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 February 24, 2014 Regular Meeting Minutes.

Vice-Chairperson Patricia Swain made the Motion, seconded by Commissioner Acker, to accept the February 24, 2014 Regular Meeting Minutes.

The following vote was taken to approve the February 24, 2014 Regular Meeting Minutes.

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

### **ACCOUNTANT’S REPORT:**

The Accountant’s Report – The Board reviewed the 5-month Financial Report as submitted by the Accountant. The bottom line as February 2, 2014 showed a profit of \$30,289.00.

The Accountant clarified the expenses billed to the Sundry Account included several different items such as the C.R.E.W. payment and MTS surveillance camera costs.

The Board discussed the high cost of snow removal; it was determined that in the future the Maintenance Staff will be responsible for all snow removal instead of an outside contractor.

**COMMITTEE REPORTS:**

There were no committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The Site Manager is working with the Architect to finalize plans.

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

This project is complete except for the handicapped units. New vanities have been ordered and are scheduled to be delivered within the next week.

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

The Architect and the Site Manager are working to finalize satisfactory plans and systems.

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

**MONEY MARKET**

**TOTAL**

\$303,480.87(Closed out CD on 3/20/2014. Money + interest put in MM)

\$179,205.11

Money Market (Sturdy Bank)

**TOTAL** **\$482,685.98**

The E.D. reported in order to obtain the best return on investments the Authority has placed the CD and 24 months of interest into the Sturdy Money Market Account which is now at .25% interest.

**Energy Savings:**

The E.D. reported on the latest savings analysis. Chris Page from EMEX advises that the Atlantic City Electric’s hefty Reconciliation Charge will be in effect for the remainder of the tariff cycle ending (5/31/2014) which will further reduce electric savings. This charge is about \$400.00 higher than last year. For the past 13 months the Authority has seen a savings of \$17,978.14 and had a “loss” of \$486.46 in energy expenses.

The E.D. advised the Board that she will be following up with EMEX to participate in an energy auction some time this month to secure lower energy costs. Then the results will be brought to the next Board Meeting for review and Board action.

**Commissioners:**

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

Commissioner Acker will be meeting with the E.D. to schedule his required training for Commissioners.

**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%.

**Capital Fund Grant:**

The authority has been notified that the Capital Funding for this year will be \$91,089.00 which is higher than last year at about the same level as in 2011.

**Architect Contract:**

The E.D. is recommending that the Board approve an extension of the current agreement with Charles Collins for the period March 15, 2014 through September 15, 2014 so that all current projects can be completed.

**Miscellaneous:**

1. The Authority has completed the DCA training report on the status of Commissioners' training.

**Resolutions:**

**#2014-07 – 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 Capilli. 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)

**#2014-08 – A Resolution To Enter Executive Session:**

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

**#2014-09 – A Resolution Approving Architect of Record**

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)

**#2014-10 – A Resolution Of Compliance – Annual Certification to DCA**

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

**#2014-11 – A Resolution Approving/Accepting HUD’s Capital Fund Grant**

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)
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 an applicant matter.

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, at 4:45PM 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