

# Housing Authority of the City of Cape May

## REGULAR MEETING

**October 20, 2014**

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the October 20, 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, and Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena, Avena CPA's.

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 September 15, 2014 Regular Meeting Minutes and the Executive Session Minutes. Chairperson Hynes noted that Mr. Dan Avena attended this meeting and this should be noted on the Regular Meeting Minutes.

Vice-Chairperson Patricia Swain made the Motion, seconded by Commissioner Acker, to accept the September, 2014 Regular Meeting Minutes and the Executive Session Minutes.

The following vote was taken to approve the September 15, 2014 Regular Meeting Minutes and the Executive Session Minutes.

Chairperson Thomas G. Hynes	(Yes)
Vice Chairperson Patricia M. 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 12-month Financial Report as submitted by the Accountant. The bottom line for the fiscal year ending as September 30, 2014 showed a profit of \$1,479.00.

**COMMITTEE REPORTS:**

There were no committee reports.

**a. Executive Administrative Report**

Ms. Hackenberg reported the following:

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

The Authority is reviewing other avenues for the Security System upgrades because of the decision to cancel the gated entrance Broad Street Court. The savings resulting from the revision were applied to other outside repairs such as building foundation, retaining walls, rain gutters & sewer caps.

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

**MONEY MARKET**

**TOTAL**

\$325,453.13

Money Market (Sturdy Bank)

**TOTAL** **\$325,453.13**

The E.D. did explore other banking options regarding C.D. rates.

**Energy Savings:**

The EMEX renewal is scheduled for November 4, 2014. EMEX is recommending that there is an opportunity to purchase competitive retail supply through the auction platform, which would materialize a decent savings against the alternative of a switch back to Atlantic City Electric.

Chairperson Thomas G. Hynes called for a motion to authorize the ED to schedule a renewal auction this week. Commissioner Tony Williams made the Motion seconded by Vice-Chairperson Patricia M. Swain; following a roll call the motion was approved.

**Commissioners:**

The Authority is still awaiting a response from the Governor’s office concerning the appointment of Dr. Lafferty to the Board of Commissioners. Dr. Lafferty had reported in September he has once again contacted Senator Van Drew who has resubmitted Dr. Lafferty’s paperwork to the Governor’s Office in an attempt to get the appointment approved.

Commissioner Acker has scheduled his final 2 courses for November 15, 2014 and December 6, 2014 to be held at Rutgers campus at Mays Landing and New Brunswick, NJ, respectively.

**Provider Proposals:**

**Snow Removal:**

The Authority advertised for snow removal services for parking lots and on an as needed basis for the three courts. Two companies submitted a proposal as follows:

<b>NAME OF BIDDER</b>	<b>BID AMOUNT</b>	<b>COMMENT</b>
Coastal Landscaping Rio Grande, NJ	\$125.00/hour	Trucks w/plows – 2-3” accumulated Snow.
	\$75.00/hour	Trucks w/spreader
	\$75.00/hour	De-icing – all
	\$75.00/hour	Sidewalks-shovel-blow-salt-sand Materials included

The Board will be asked to approve a Resolution awarding the Snow Removal Contract to Coastal Landscaping.

**State Budget Approval:**

The State has approved the 2014-2015 FY Budget. The Board will be asked to approve the resolution.

**Miscellaneous:**

1. One of the tenants has brought a complaint against the E.D. for “Harassment” of a supposed “visitor”. A court hearing was held on August 27, 2014. Because there was no resolution to the matter, another hearing was scheduled for September 10, 2014 which was re-scheduled for October 15, 2014 along with a request for discovery information. The hearing was held on October 15, 2014. The Prosecutor requested the matter be sent to mediation, and the Judge agreed. A meeting is to be scheduled for the mediation.
2. The Authority was not selected to receive a Security Grant HUD’s notification will follow.
3. A Fall Prevention Seminar presented by Atlantic care will be held on November 6, 2014 at 10:00A.M. in the community room.
4. Resident Commissioner Capilli is working with the appropriate representatives to schedule Snap-Ed Classes this fall.

**Resolutions:**

**#2014-30 – A Resolution Approving ACOP:**

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Thomas White made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

**#2014-42– A Resolution Approving Monthly Expenses:**

Chairperson Thomas G. Hynes called for a Motion to approve the monthly expenses. Commissioner Tony Williams made a Motion approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken

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

**#2014-43 – A Resolution To Enter Executive Session:**

Chairperson Thomas G. Hynes called for a Motion to enter Executive Session to discuss Tenant Matters and Employee wages. Commissioners Tony Williams made a Motion to enter Executive Session, seconded by Vice-Chairperson Patricia Swain. The following vote was taken:

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

**#2014-44 – A Resolution to Approve Adopted Budget**

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

**#2014-45 – A Resolution Approving Snow Removal Services**

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia Swain made a Motion to approve the resolution, seconded by Commissioner Frank Acker. The following vote was taken:

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

**#2014-46 – A Resolution Approving Trash Removal Services**

Chairperson Hynes called for a Motion to approve the resolution. Commissioner Frank Acker made a Motion to approve the resolution, seconded by Vice-Chairperson Patricia Swain. The following vote was taken:

Chairperson Thomas G. Hynes	(Yes)
Vice-Chairperson Patricia M. 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 tenant and personnel matters.

At 4:50PM the regular meeting was reconvened.

Chairperson Thomas G. Hynes called for a motion to approve the granting of a bonus payment to the Executive Assistant. Vice-Chairperson Patricia Swain made a Motion to approve the bonus payment to the Executive Assistant. Seconded by Commissioner Tony Williams, and following a roll call the motion was approved.

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

There being no further business before the Board, at 5:00p.m. Chairperson Hynes called for a Motion to **adjourn the meeting**. Vice-Chairperson Patricia Swain made the Motion; seconded by Commissioner Frank Acker and the following vote was taken:

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

Respectfully submitted,

Carol Hackenberg  
EXECUTIVE DIRECTOR