

Housing Authority of the City of Cape May

REGULAR MEETING

July 21, 2014

At 4:05 PM, Chairperson Thomas G. Hynes **Called to Order** the July 21, 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 was not present at 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, 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 June 16, 2014 Regular Meeting and Executive Session Minutes.

Commissioner Williams made the Motion, seconded by Vice-Chairperson Swain, to accept the June 16, 2014 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the June 16, 2014 Regular Meeting and Executive Session Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 9-month Financial Report as submitted by the Accountant. The bottom line as June 30, 2014 showed a **loss** of \$1,183.00.

The Accountant reviewed the Proposed Budget for the year ending September 30, 2015. The new budget includes Capital Funding in the amount of \$91,090.00 and an estimated Operating Subsidy of \$268,710.00 calculated at 84%. Ms. Avena noted that in order to offset the reduction in funding the following adjustments have been made to the budget:

1. Reduced allocation for outside contractor costs.
2. No increase in fees for outside providers, i.e., Accountant and Legal.

3. Elimination of C.R.E.W. funding
4. No increase in administrative or maintenance wages.

The Board discussed the long-term effect of the reduced funding and avenues to explore to increase revenue. It was agreed that the Authority would explore different income investments; continue to reduce outside contractor costs, explore the possibility of installing energy lighting and a more efficient heating system and investigate discontinuing participation in the JIF program and finding another less expensive source of insurance.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Installation of New Bathroom Vanities for Lafayette/Osborne Courts:

Final installation of the handicapped bathroom vanities was completed on July 2, 2014.

Broad Street Parking Lot – Security Upgrades:

The Authority is reviewing other avenues for the Broad Street Parking Lot because of the decision to cancel the gated entrance. The savings resulting from the revision will be applied to other outside repairs such as building foundation, retaining walls, rain gutters & sewer caps to be in compliance for the REAC inspection which is anticipated to be completed in September.

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

On June 17, 2014, the Authority debited \$87,335.00 from reserves to cover the bulk of the cost for the Paving Overlays and repairs on all three courts.

Energy Savings:

The current month's result showed a loss of -2.15%. The loss in savings is due in part to the Atlantic City Electric Company introducing increasing tariffs. The Company EMEX has advised letting the contract expire at the 6-month mark and to wait and see what prices do at that point in time.

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 reported 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.

Chairperson Thomas G. Hynes' term expires September 16, 2014. Accordingly, he has forwarded an interest letter to Mr. Bruce MacLeod, City of Cape May Administrator, indicating his willingness to continue in this position.

Commissioner Acker is in the process of scheduling the remaining courses.

HUD ANNUAL INSPECTIONS:

The Site Manager reported that the Authority has completed the required annual inspections of all units. There are many repairs that need to be completed including some foundation problems and the need to replace a number of doors in the family units.

Miscellaneous:

1. The Board will be asked to approve the semi-annual Medicare reimbursement for the retirees. At this time we only have one retiree entitled to the Ch. 52 Pension payment, Willie Hicks.
2. The E.D. is in the process of preparing proposals and advertising for the Auditor, Accounting, Legal and Architect providers.
3. Security Grant – the Authority has submitted all of the necessary paperwork to apply for the Security & Safety Grant.

Resolutions:

#2014-25 – A Resolution Approving Monthly Expenses:

Chairperson Thomas G. Hynes called for a Motion to pay the monthly expenses. 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 M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2014-26 – A Resolution To Enter Executive Session:

No Executive Session was needed.

#2014-27 – A Resolution Approving Membership in N.J. Public Housing Joint Insurance Fund

Chairperson Thomas G. 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 M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2014-28 – A Resolution Approving Housing Authority Operating Budget Fiscal October 1, 2014 to September 30, 2015

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

#2014-29 – A Resolution Approving Housing Authority State of NJ Budget Fiscal October 1, 2014 to September 30, 2015

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 M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2014-30 – A Resolution Approving Amended Admissions and Continued Occupancy Policy

Resolution was put on hold until Attorney Gabage has reviewed the document in its entirety.

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 Williams nominated Thomas G. Hynes for Chairperson and Patricia M. Swain for Vice-Chairperson. The nominations were seconded by Commissioner Acker. The vote was unanimous in favor of Mr. Thomas G. Hynes as Chairperson and Ms. 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, at 4:55PM 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 M. Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR