

Housing Authority of the City of Cape May

REGULAR MEETING

June 16, 2014

At 4:05 PM, Vice-Chairperson Swain **Called to Order** the June 16, 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:

Vice-Chairperson Patricia M. Swain
Commissioner Jean Capilli
Commissioner Frank Acker
Commissioner Tony Williams
Commissioner Thomas White

Chairperson Thomas Hynes 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.

Vice-Chairperson Swain noted that there were no members of the public present at the meeting.

Vice-Chairperson Swain read the “**Statement of Compliance – Sunshine Law**” and led the Pledge of Allegiance.

Following the roll call of Commissioners, Vice-Chairperson Swain declared there was a quorum present.

Vice-Chairperson Swain called for a Motion to accept the May 19, 2014 Regular Meeting and Executive Session Minutes.

Commissioner Williams made the Motion, seconded by Commissioner Acker, to accept the May 19, 2014 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the May 19, 2014 Regular Meeting and Executive Session Minutes.

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

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 8-month Financial Report as submitted by the Accountant. The bottom line as May 31, 2014 showed a **loss** of \$776.00.

The Accountant reported that although they have submitted a preliminary budget for next year which includes significant reductions in outside contractor and maintenance labor accounts, due to the recent published reports concerning approved funding it is anticipated that the Operating Subsidy will be reduced to 84% instead of 87%. This will result in further reductions in the budget.

The Accountant will have a revised budget ready for approval at the next Board Meeting on July 21, 2014.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Paving Overlays and Repairs – All Three Courts:

The paving overlays and repairs on all three courts were completed on Thursday, May 29, 2014.

Installation of New Bathroom Vanities for Lafayette/Osborne Courts:

Final plans are being made to complete the installation of the handicap bathroom vanities. They should have been completed but there has been a problem with the Contractor’s plumber delaying the work.

Broad Street Parking Lot – Security Upgrades:

The Site Manager has been meeting with various vendors for quotes on the cost to upgrade the current security cameras.

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

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

Energy Savings:

The E.D. reviewed the Current Month’s Results showing a loss -0.83%; however the Authority will be receiving a refund credit next month for some miscalculations.

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.

Commissioner Acker reported that he only needs to complete two more required courses.

Operating Fund Subsidy.

The latest published information concerning the HUD Operating Subsidy indicates that the funding for next year will be calculated at 84% instead of 87%.

Miscellaneous:

1. The E.D. has prepared a revised Parking Lot Policy for the Board’s approval.
2. The Site Manager has completed the Annual HUD UPCS inspections on Osborne & Lafayette Courts. Broad Street inspections are scheduled in July.
3. Security Grant – the Authority has begun the process of completing the Security Grant paperwork.
4. The Board of Commissioners approved the cancellation of the August 18, 2014 Board Meeting.

Resolutions:

#2014-21 – A Resolution Approving Monthly Expenses:

The Board approved the drawing down of \$87,335.00 from reserves to cover the Straga Brother’s billing for the paving overlays and repair work on all three courts that was completed on May 29, 2014.

Vice-Chairperson Swain 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:

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

#2014-22– A Resolution To Enter Executive Session:

Vice-Chairperson Swain called for a Motion to enter Executive Session. Commissioner White made a Motion to enter Executive Session, seconded by Commissioner Williams. The following vote was taken.

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

#2014-23 – A Resolution Change Order for the Paving Overlays and Repairs All Three Courts

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

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

#2014-24 – A Resolution Approving Lease Amendment – Parking Policy

Vice-Chairperson Swain 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:

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

At 4:15PM Vice-Chairperson Swain suspended the regular meeting and the Board entered in to an Executive Session to discuss a resident matter.

At 4:25PM the regular meeting was reconvened.

Vice-Chairperson Swain asked if there was any further business to conduct. Commissioner Capilli reported that some of the residents are requesting that the Authority spray for mosquitos. The Site Manager stated that the County is the one that sprays for mosquitos. However, we will check with the Pest Control Company about doing it as well.

There being no further business before the Board, at 4:35PM Vice-Chairperson Swain called for a Motion to **adjourn the meeting**. Commissioner Capilli made the Motion; seconded by Commissioner Acker and the following vote was taken:

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