

Housing Authority of the City of Cape May

REGULAR MEETING

May 19, 2014

At 4:00 PM, Chairperson Hynes **Called to Order** the May 19, 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 White and Commissioner Designee, Dr. Keith Lafferty, were not 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 April 28, 2014 Regular Meeting and Executive Session Minutes.

Commissioner Williams made the Motion, seconded by Commissioner Acker, to accept the April 28, 2014 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the April 28, 2014 Regular Meeting and Executive Session Minutes.

- | | |
|---------------------------------|-------|
| Chairperson Thomas Hynes | (Yes) |
| Vice-Chairperson Patricia 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 7-month Financial Report as submitted by the Accountant. The bottom line as March 31, 2014 showed a profit of \$5,967.00.

The Accountant reported that they have submitted a preliminary budget for next year which includes significant reductions in outside contractor and maintenance labor accounts.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

Paving Overlays and Repairs – All Three Courts:

On May 5, 2014 the contractor started preliminary work on the Lafayette Court. The remainder of the work will be completed within the next three weeks.

Installation of New Bathroom Vanities for Lafayette/Osborne Courts:

Final plans are being made to complete the installation of the handicap bathroom vanities. This work should be completed by the end of the month.

Broad Street Parking Lot – Security Upgrades:

The Authority is reviewing other avenues for the Broad Street Parking Lot. The savings resulting from this revision will be applied to other outside repairs to building foundation and sewer caps.

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. finalized the necessary paperwork to enter into a six month contract with Hudson Energy at a cost of \$0.0886/kwh.

Commissioners:

The Authority is still awaiting a response from the Governor’s office concerning the appointment of Dr. Lafferty to the Board of Commissioners.

Commissioner Acker attended the Rutgers Ethics Course on May 17, 2014.

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%.

Annual Plan:

The E.D. held the annual meeting with the Senior Resident Council on April 28, 2014. The Annual Public Meeting for the 5-Year Annual Plan was held on May 16, 2014, there were no attendees from the public.

Miscellaneous:

1. The Maintenance Department has begun the process of completing the landscaping work on all three courts.
2. The Site Manager has completed the Annual HUD UPCS inspections on Osborne & Lafayette Courts.
3. Security Grant – rather than securing an outside firm to write & submit this grant the E.D. will perform this work.
4. The E.D. distributed all of the State Disclosure Form to all of the Commissioners which must be completed on line.

Resolutions:

#2014-15 – A Resolution Approving Monthly Expenses:

Chairperson 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 Swain	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Tony Williams	(Yes)

#2014-16– A Resolution To Enter Executive Session:

Chairperson Hynes called for a Motion to enter Executive Session. Vice-Chairperson Swain made a Motion to enter Executive Session, 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)

#2014-18 – A Resolution to Amend the Five-Year Annual Agency Plan

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)

#2014-19 – A Resolution Approving Declaration of Trust

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)

#2014-20 – A Resolution Amending Utilization of Reserves

The Accountant confirmed that the Authority will maintain reserves in the amount required by HUD, and that there will be sufficient funds to cover the cost for the current projects.

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)

At 4:20PM Chairperson Hynes suspended the regular meeting and the Board entered in to an Executive Session to discuss a personnel matters.

At 4:40PM the regular meeting was reconvened.

Chairperson Hynes asked if there was any further business to conduct. Commissioner Capilli reported that non-residents are putting their trash in the dumpster on Lafayette Court. Commissioner Capilli also asked if the Authority will be installing ceiling fans in the Units. The E.D. responded that the Site Manager is looking into the matter.

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)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR