

Housing Authority of the City of Cape May

REGULAR MEETING

September 15, 2014

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the September 15, 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, and Solicitor from the firm of Eisenstat, Gabage & Furman, Linda Avena and Heidi Burke from Avena CPAs.

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 July 21, 2014 Regular Meeting Minutes.

Commissioner Tony Williams made the Motion, seconded by Vice-Chairperson Swain, to accept the July 21, 2014 Regular Meeting Minutes.

The following vote was taken to approve the July 21, 2014 Regular Meeting 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	(Abstain)

ACCOUNTANT’S REPORT:

The Accountant’s Report – The Board reviewed the 11-month Financial Report as submitted by the Accountant. The bottom line as August 31, 2014 showed a profit of \$6,356.00.

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 Broad Street Parking Lot Security System because of the decision to cancel the gated entrance. 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 Authority should have energy saving numbers for the next meeting.

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’ will be re-appointed by the City of Cape at the next Board Meeting to be held on September 16, 2014.

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

PROVIDER PROPOSALS:

A. **Architect**

The Authority advertised for Architect/Engineering Services, five companies responded as follows:

NAME OF BIDDER	BID AMOUNT
Charles Collins Medford, NJ	Principle \$ 90.00/hr. Draft Person \$ 75.00/hr.
Lothrop Associates Red Bark, NJ	Partner \$195.00/hr. Associate \$185.00/hr. Engineer \$150.00/hr. Project Manager \$150.00/hr.
J.F. McKernan Quakertown, Pa.	Principal \$145.00/hr. Engineer Principal \$140.00/hr. S Project Mgr. \$130.00/hr. Construction Mg. \$125.00/hr.

L.S. Engineer Associates Corporation	Architect \$100.00/hr. Project Mgr. \$125.00/hr. Engineer \$100.00/hr
Sosh Architect's Atlantic City, NJ	Principal \$175.00/hr. Interior Decorator \$150.00/hr.

On August 15, 2014, via telephone vote, the Board of Commissioners voted to renew the services of Charles Collings as the Architect for the Housing Authority. The Board was asked to approve the Resolution for this appointment.

B. Auditing Services

NAME OF BIDDER	BID AMOUNT	COMMENT
Barbacane & Thornton & Co.	\$9,000.00	Based on estimated time to perform the work. \$300.00 less than 2012 Proposal. <u>Proposal revised to provide for a 2-year agreement for the sum of \$9,300 the same as proposed in 2012.</u>
Francis J. McConnell	\$8,000.00 (\$0 to \$75 per hr)	Flat Fee

The Board of Commissioners was asked to approve a Resolution awarding the Auditing Services to Barbacane, Thornton & Co.

C. Accounting Services

NAME OF BIDDER	BID AMOUNT	COMMENT
Linda Avena	\$10,000.00 (\$65.00/hr.)	No change from 2012 proposal. Proposal amended on 9-3-2014 to provide for a 2-year agreement at the noted BID AMOUNT.

The Board was asked to approve a Resolution awarding the Accounting Services to Linda Avena.

D. **Legal Services**

NAME OF BIDDER	BID AMOUNT	COMMENT
Eisenstat, Gabage, Fuhrman	\$12,600.99 (\$15.000/hr.)	No change from 2013 Proposal. <u>Proposal revised to provide for a 2-year term – no change in retainer fee from 2013.</u>

The Board was asked to approve a Resolution awarding the Legal Services to Eisenstat, Gabage & Fuhrman.

Miscellaneous:

1. One of the tenants has brought a civil 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 and now has been re-scheduled for October 10, 2014 along with a request for discovery information. The Authority will check with JIF Insurance to ensure a claim is filed for potential costs.
2. State Health Benefit’s enrollment is scheduled to begin on October 1, 2014.
3. Security Grant – the Authority has submitted all of the necessary paperwork to apply for the Security & Safety Grant.
4. All gutters on Broad Street Court have been repaired.
5. All repairs concerning the foundation problems on Lafayette and Osborne Courts have been repaired.
6. Authority believes the REAC Inspection will be completed between September and December.
7. The Authority will be exploring the possibility of hosting another Snap-Ed Nutrition Education Workshop.
8. Vial a telephone vote held on August 15, 2014, the Board of Commissioners approved the payment of expenses for August 2014.

Resolutions:

#2014-31 – A Resolution Approving Monthly Expenses:

Chairperson Thomas G. Hynes called for a Motion to pay the monthly expenses. Commissioner Tony 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)
Commissioner Thomas White	(Yes)

#2014-32– A Resolution To Enter Executive Session:

Chairperson Thomas G. Hynes called for a Motion to enter Executive Session to discuss employee wages. Commissioner Tony Williams made a Motion to enter Executive Session, seconded by Vice-Chairperson Patricia Swain.

#2014-33 – A Resolution Approving Employee’s Wages

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioners Thomas White made a Motion to approve the resolution, seconded by Commissioner Tony Williams. 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)

#2014-34 – A Resolution Approving the Election of Chairperson Thomas G. Hynes & Patricia M. Swain

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

#2014-35 – A Resolution for Employee Carry-Over Time

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)

#2014-36 – A Resolution Approving Architect of Record

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. 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)

#2014-37 – A Resolution Approving Accounts Receivable as Uncollectible

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

#2014-38 – A Resolution Approving Trash Removal Services

Chairperson Hynes called for a Motion to approve the resolution. Commissioner Thomas White 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)

#2014-39 – A Resolution Approving Fee Accountant Services

Chairperson Hynes called for a Motion to approve the resolution. Vice-Chairperson Patricia M. Swain made a Motion to approve the resolution, seconded by Commissioner White. 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)

#2014-41 – A Resolution Approving Legal 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 M. 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)

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

There being no further business before the Board, at 5:00PM Chairperson Hynes called for a Motion to **adjourn the meeting**. Commissioner Tony Williams made the Motion; seconded by Vice-Chairperson Patricia M. Swain 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