

Housing Authority of the City of Cape May

REGULAR MEETING

October 19, 2015

At 4:00 PM, Chairperson Thomas G. Hynes **Called to Order** the October 19, 2015 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 Frank Acker
Commissioner Jean Capilli
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, Linda Avena, from Avena CPA's, Charles W. Gabage, Solicitor from the firm of Eisenstat, Gabage & Furman.

Chairperson Thomas G. Hynes noted that there were no members of the public present at the meeting.

Chairperson Thomas G. Hynes read the "**Statement of Compliance – Sunshine Law**" and led the Pledge of Allegiance.

Following the roll call of Commissioners, Chairperson Thomas G. Hynes declared there was a quorum present.

Chairperson Thomas G. Hynes called for a Motion to accept the September 21, 2015 Regular Meeting and Executive Session Minutes.

Commissioner Thomas White made the Motion, seconded by Vice-Chairperson Patricia Swain, to accept the September 21, 2015 Regular Meeting and Executive Session Minutes.

The following vote was taken to approve the September 21, 2015 Regular Meeting and Executive Session Minutes.

Chairperson Thomas G. Hynes	(Yes)
Vice Chairperson Patricia M. Swain	(Yes)
Commissioner Jean Capilli	(Yes)
Commissioner Frank Acker	(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 twelve months ending September 30, 2015 shows a profit of \$15,869.00. Linda Avena explained that the Authority realized a profit mainly due to the increase in the HUD Subsidy. Final year-end close-out to follow.

Revised Fiscal Year 2015-2016 Budget:

Linda presented the revised budget to the Board. One of the revisions reflects the changes the Board of Commissioners made to employee wages at the last meeting; it also reflects the updated account line item for the Accounting and Legal services.

COMMITTEE REPORTS:

There were no committee reports.

a. Executive Administrative Report

Ms. Hackenberg reported the following:

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

MONEY MARKET

TOTAL

\$281,450.06

Money Market (Sturdy Bank)

TOTAL

\$281,450.06

Energy Savings:

The energy savings for this month was approximately \$766.11 or 14.32%

Commissioners:

The ED reported that the Authority is still awaiting a response from the Governor’s office concerning the appointment of Dr. Lafferty to the Board of Commissioners. Commissioner Thomas G. Hynes has written additional correspondence to the Governor’s Office in an effort to get this matter resolved.

Chairperson Thomas G. Hynes asked the Board to approve placing Dr. Keith Lafferty’s name as a replacement for Commissioner Tony Williams with the City of Cape May. The Board approved this recommendation.

The E.D. has submitted the necessary documents to the City of Cape May Municipal Clerk and the Cape May City Manager for the appointment of Dr. Lafferty as a Commissioner.

TRASH REMOVAL SERVICES:

The Site Manager, Joseph Culligan, contacted Waste Management of New Jersey, Inc. to adjust the size of the dumpsters. This change resulted in a reduction in the Waste Management Proposal as follows:

PROPOSED	AMOUNT	REVISED	AMOUNT
Year One	\$16,656.60	Year One	\$15,446.32
Year Two	\$17,156.30	Year Two	\$15,930.31
Year Three	\$17,671.00	Year Three	\$16,408.22

Attorney Gabage reviewed the Contract for Waste Management of New Jersey, Inc. and made several changes. The revised contract will be submitted to Waste Management of New Jersey, Inc. for their signatures.

Security Cameras:

Repairs to the cameras were completed on Thursday, October 8, 2015.

Miscellaneous:

1. The tenant who was evicted in May vacated the unit on October 1, 2015 as agreed.
2. The E.D. and the Maintenance Staff attended a Court Hearing on Wednesday, October 7, 2015 concerning the summons that was issued to a tenant for making physical threats against the E.D. and the Site Manager.

Both parties refused the opportunity to mediate the matter. The Court Hearing has been rescheduled for October 18, 2015.

Resolutions:

#2015-36 – A Resolution Approving Monthly Expenses

Chairperson Thomas G. 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Yes)

#2015-37 – A Resolution Approving Executive Session

No Executive Session was needed.

#2015-38 – A Resolution Approving Trash Removal Services

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Thomas White 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Yes)

#2015-39 – A Resolution Commending Tony Williams for Service as a Commissioner

Chairperson Thomas G. Hynes called for a Motion to approve the resolution. Commissioner Thomas White 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Yes)

#2015-40 – A Resolution Approving Adopted Budget Fiscal Year October 1, 2015 to September 30, 2016

Chairperson Thomas G. 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Yes)

#2015-41 – A Resolution to Amend the 2015 Budget

Chairperson Thomas G. 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 Jean Capilli	(Yes)
Commissioner Frank Acker	(Yes)
Commissioner Thomas White	(Yes)

There being no further business before the Board, at 4:35PM Chairperson Thomas G. Hynes called for a Motion to **adjourn the meeting**. Commissioner Thomas White 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 Thomas White	(Yes)

Respectfully submitted,

Carol Hackenberg
EXECUTIVE DIRECTOR