

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
January 24, 2012

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, January 24, 2012 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:00 p.m.

Chairman Tomlin announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Chairman Brian Tomlin, who announced the meeting was being conducted under the Open Public Meetings Act.

Board Secretary, Paul Dice, proceeded to call the roll at this time. Present were: Commissioner James Parent, Chairman Brian Tomlin, Commissioner Dianne McCarthy, and Commissioner Larry Miller. Commissioner Paula Ring was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the December 21, 2011 minutes. Commissioner Miller made the motion and Commissioner Parent seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Secretary Dice announced to those present that he had just received a phone call from the minister who rents our building at Shar Lane. They have found financing and will be buying the building! The only building left to sell is the church on Mulberry Street. A couple of groups have gone through the building. Secretary Dice recommends we pay off the Mulberry Street church following the sale of Shar Lane.

Combined, the MHA lines of business posted a positive net income of \$7,118.02 for December 2011. On a cumulative fiscal year-to-date basis (10/1/11 to 12/31/2011) the MHA posted a positive net income of \$179,147. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$5,589 for December 2011. On a cumulative fiscal year- to-date basis, the HCFC posted a positive \$25,454. We continue to operate HCFC's operations without having to deplete reserves. However, we anticipate drawing on 35% of reserves soon to cover the building addition construction costs that we elected not to finance.

AMP Occupancy and Budget Variances

Ivy Evans reported the current AMP occupancy rates are: HBC -96%; FER-98%; RVE-97%; RVW-99%; MVP-97%; JCP-98%; SCT -100%; CVC-100%.

Ms. Evans also reported on the budget variances for all the properties in the month of December. There were many Unfavorable variances. She advised our tenant income is usually less in December because tenants need money for holiday expenses and don't pay the rent. Additionally, she just adjusted the budgets for this year to include a few new large contracts – like Trash Hauling and Pest Control. There were also salary raises and longevity was issued at the end of December. Ivy anticipates things will bounce back in January.

RFP's

We are hoping to solicit proposals for carpet installation, painting and Banking services in February.

HCFC Building Addition

The new Aerobics' room addition has made a lot of progress in the last month. The building is up and is being enclosed. Secretary Dice anticipates finishing on schedule. He is also very pleased with Fabbri Brothers Construction Company. The project is over budget due to a change order that occurred. Change order #1 was in the amount of \$12,000 for removal of debris found underground on site. There was also an additional charge of \$2,700.00 for the delivery of electric to the building. Per Jerome of JWP architects, this fee was not anticipated during the initial bid.

Wildwood Housing Contract

Secretary Dice advised the contract with WHA is proceeding as planned. He emphasized to the Board that his priority is still the MHA and if they ever feel there is a problem he will leave Wildwood. Ivy and Paul are alternating days to ensure coverage at both sites. He hopes that within four months, they can cut their time in Wildwood to four days per week. Secretary Dice advised his first meeting with the WHA Board of Commissioners will take place tomorrow (January 25, 2012) and he has a very aggressive agenda to present. We will be doing video conferencing very soon so we can keep meeting regularly with staff at both locations.

MVP

Secretary Dice advised an architectural rendering of the Maurice View Plaza Community room and manager's office is being drawn in anticipation of renting this space to the NJ Career Center.

The monthly payables were presented for approval at this time:

Resolution #01-2012

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 02-2012

Appointing a Fund Commissioner for the NJ JIF 2012

Roll Call Vote:

Motion: Commissioner McCarthy

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 03-2012

Approving a Professional Risk Management Consulting Service

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Chairman Tomlin asked if there was any old or new business.

Commissioner Parent thanked Janet Reeves and the Holly City Family Center for hanging a banner in honor of the Millville Swim Team.

Secretary Dice thanked everyone in the room for going the extra mile to make Wildwood happen.

Chairman Tomlin asked if there was any public comment. There was not.

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 5:30 p.m. in order to go into the HCDC Meeting. Commissioner Miller made the motion. Commissioner Parent seconded. Roll Call: Unanimous.

At 5:35 p.m. Chairman Tomlin reconvened the MHA meeting and asked for a motion to go into Closed Session.

Resolution #04-2012

Approving a Closed Session

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Paul F. Dice
Secretary/Treasurer

Date