

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

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, April 24, 2012 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:04 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 Paula Ring, Commissioner Dianne McCarthy and Commissioner Larry Miller. Also present were MHA Solicitor Matthew Robinson, MHA staff, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the February 28, 2012 minutes. Commissioner Ring made the motion and Commissioner Miller seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Secretary Dice introduced Mr. George McLoof, President of Longstreet Development and Allyson Burzinski of Alexa Management Corporation. He advised we have been negotiating with Alexa Management Corporation to have a newly formed non-profit company, Community Property Management, contract to manage their property –Bridgeton Villas, a 156 –unit multi-family housing complex in Bridgeton, NJ. Community Property Management will be an affiliate of the Millville Housing Authority and the Holly City Development Corporation. It will also have the same Board of Directors as does the HCDC and the MHA. CPM will contract with the MHA for personnel working at the Bridgeton Villas. Solicitor Matt Robinson advised that the contract proposed between the two is low risk and provides flexibility. Solicitor Robinson also advised both parties are able to terminate the contract with 30 days notice. The initial contract between the two parties will be for one year. Secretary Dice advised that since our mission has been to diversify our income in order to contend with failing HUD resources, this is quite an opportunity.

At that time, Secretary Dice asked for the following Resolutions to be approved:

Resolution # 09-2012 Approving the Creation of Community Property Management
A New Jersey Non-Profit Corporation

Roll Call Vote:

Motion: Commissioner Ring
2nd: Commissioner Miller
Roll Call: Unanimous

Resolution #10-2012 Approving a contract for Property Management Services
Between Community Property Management Company and Alexa
Management Corporation

Roll Call Vote:

Motion: Commissioner Miller
2nd: Commissioner Ring
Roll Call: Unanimous

Combined, the MHA lines of business posted a positive net income of \$14,842 for March 2012. This is really impressive due to the fact that there were three pay weeks in March! On a cumulative fiscal year-to-date basis (10/1/11 to 03/31/2012) the MHA posted a positive net income of \$212,760. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$8,617 for March 2012. On a cumulative fiscal year- to-date basis, the HCFC posted a positive \$52,962. We continue to operate HCFC's operations without having to deplete reserves.

AMP Occupancy and Budget Variances

Ivy Evans reported the current AMP occupancy rates are all at 100%, with one exception – Maurice View Plaza is at 96%.

Ms. Evans also reported that combined and year-to-date, the MHA lines of business have posted 4.1% more income than projected. Expenses have exceeded projections by 5.9%. Overall, net income is 10% lower than projected. We will be revising our budget now that we are half way through the fiscal year. The current budgets are not reflecting operational changes we have made.

Riverview West Pest Control

Ivy Evans reported on the massive project being undertaken at our Riverview West complex to rid the building of bed-bugs. A team has been assembled to help pack-up every apartment in the complex. The Senior Services Department has taken on the job of drying all the residents clothing. Every apartment will have three treatments before the project is completed. The team and the managers are doing a tremendous job! Once this building is completed we will be moving the team to Riverview East.

Lease Enforcement

Detective Mazzeo advised there is a new Banning Policy. We utilized Vineland's notice in order to create our own policy. He also advised he is currently working on two, "One-Strikes". An altercation at Riverview East has resulted in a suspect being implicated in thefts that occurred at that building.

RIVERVIEW WEST Elevator Repair

Ivy Evans reported that the Elevator Repair work at RVW has not begun because parts for the elevators are still being fabricated. There will be a meeting with the RVW residents on Monday, April 30th.

Bridgeton Villas

Elba Vera, the MHA Lease Enforcement official, will be taking over as the Property Manager for Bridgeton Villas. Jane Whilden, Senior Property Manager, will be assisting her in the beginning. Ivy Evans and Paul Dice, along with other MHA staff, will be active at the site in order to show a strong force in the beginning stages of this new venture.

Section 8

Jessica Gonzalez reported the current spending ratio is 93%. Leasing is at 82%. One HAP payment will be withheld this month because a Landlord did not make required repairs.

HCFC Aerobics Room

The Grand Opening/Ribbon cutting ceremony at the Holly City Family Center made the front page of the Daily Journal. It was a really great event.

The monthly payables were presented for approval at this time:

Resolution #10 -2012

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

Roll Call: Unanimous

Resolution# 11 -2012

Authorizing the Re-Appointment of Dianne McCarthy to the Millville Housing Authority Board of Commissioners

Roll Call Vote:

Motion: Commissioner Miller
Second: Commissioner Parent
Abstain: Commissioner McCarthy
Roll Call: Unanimous

Resolution# 12 -2012 Approving a Contract for Property Management Services between
MHA and Community Property Management
Roll Call Vote:
Motion: Commissioner Parent
Second: Commissioner McCarthy
Roll Call: Unanimous

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

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 5:58 p.m. in order to go into the HCDC Meeting. Commissioner Ring made the motion. Commissioner Parent seconded. Roll Call: Unanimous.

At 6:13 p.m. Chairman Tomlin advised the Board will go into Closed Session.

Resolution #13-2012 Approving the Closed Session of the Board of Commissioners
On April 24, 2012
Roll Call Vote
Motion: Commissioner Parent
Second: Commissioner Ring
Roll Call: Unanimous

At 6:55 p.m. Chairman Tomlin advised the Board was back in Open Session. Board Secretary Dice proceeded to call the roll at this time. Present were Commissioner Parent, Commissioner McCarthy, Commissioner Miller, Commissioner Ring and Chairman Tomlin. MHA Solicitor Matthew Robinson was also present.

Chairman Tomlin advised the Board reviewed a contract of employment for Paul Dice, Executive Director of the MHA, and has decided to renew his contract until May 2014. He will receive a 5% salary increase for his MHA salary and a 6% increase for the WHA contract. Chairman Tomlin advised if the MHA should lose the WHA contract, the Executive Director's salary would be reduced by 6%. Chairman Tomlin asked for a motion to approve the Executive Director's current salary of \$101,766 be raised to \$111,360. Commissioner Parent made the motion to approve and Commissioner Ring seconded. All present were in favor.

The meeting was adjourned at 7:00 p.m.

Paul F. Dice
Secretary/Treasurer

Date