

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
September 25, 2012

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 25, 2012 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:03 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: Chairman Brian Tomlin, Commissioner Larry Miller, Commissioner James Parent, and Commissioner Dianne McCarthy. 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 all the August 27, 2012 minutes. Commissioner Miller made the motion and Commissioner Parent seconded. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Secretary Dice advised the MHA lines of business posted a positive net income of \$50,310 for August 2012. On a cumulative fiscal year-to-date basis (10/1/11 to 8/31/12), the MHA posted a positive net income of \$571,082. We continue to operate the MHA without having to deplete reserves.

The Family Center posted a positive net income of \$14,762 for August 2012. On a cumulative fiscal year-to-date basis, the HCFC posted a positive \$57,815. We continue to operate HCFC's operations without having to deplete reserves. Secretary Dice noted that with the exception of Maurice View Plaza, all of our businesses and properties were completely in the black – even though August was a three pay month!

Community Property Management (CPM) has generated \$51,519 since commencing operations in May 2012. All of this is currently reflected in accounts receivable to the Millville Housing Authority. Mitch Moore will be preparing a separate income statement for CPM starting next month.

**Occupancy**

Secretary Dice introduced Jane Whilden and advised she has been promoted to Senior Housing Manager and will be responsible for PIC (Public and Indian Housing Computer System), Occupancy and Maintenance of our properties (including Bridgeton and Wildwood). He stressed it is important that PIC is maintained properly because if we score less – we make less! Secretary Dice introduced Betsy Frank and Bobbi Chard, our new Assistant Property Managers. Betsy and Bobbi will report to Polly Swink, Property Manager for all seven MHA properties. Just this past week Polly and the new assistant managers, along with our maintenance staff, completed our annual inspections in order to prepare for the City of Millville inspections this December.

Jane Whilden advised RVE & JCP are at 100% occupancy. RVW is at 99% occupancy. All of our other properties are at 98%.

### **Shared Services with City of Millville**

Secretary Dice advised we will be voting on a resolution authorizing continuation of our Shared Services agreement with the City of Millville to provide the services of Sylvia Stites as Director of the Senior Center.

### **Legal Services RFP Response**

We are recommending the award of the bids for Landlord/Tenant and General Counsel work to Robinson and Andujar. The rates remained the same as last year - \$145/hr. .

### **Bridgeton Villas**

Secretary Dice advised there had been a shooting at Bridgeton Villas. He introduced Manny Cordilla, the Lease Enforcement officer, who advised the shooting was gang related between the Crips and Bloods. There were shots on both sides. One of the victims' had their knee blown out. Elba Vera advised there are units at Bridgeton Villas currently being rehabbed that they are trying to rent. Establishing a Waiting List has been challenging. Applicants must go to all three local police stations to have a verification done showing they have no police records.

The owners of Bridgeton Villas are hoping to make a 2.5 million dollar investment in the complex. This would include new roofs and security cameras. Elba advised the apartment complex is looking better. Resident's attitudes seem to be changing. She just got approval to redo some of the kitchens that are in bad shape. The twenty-four units that were burned out are about to be completed in October.

Commissioner Parent commented that enforcement is the key to taking back these apartments. John Mazzeo, Lease Enforcement for MHA, advised there was a shooting a couple of Sunday's ago at HBC. He got a police report one week later which showed the police did not talk to any witnesses. He is trying to get a meeting with the Millville Police Chief. Detective Mazzeo has been spending a lot of time at MVP. His presence has helped calm things down at this location.

### **Architectural RFP Response**

We are recommending the award of the bid for architectural work to J.W. Pedersen. The rate is \$125.00 per hour.

### **Fee Accounting RFP Response**

We are recommending the award of the bid for architectural work to Bliskey and Associates at a rate of \$10,925/yr.

### **Housing Choice Voucher**

Jessica Gonzalez advised the spending ration for HCV in August was at 94%. It will be going up in September.

### **Business Development Initiatives:**

Secretary Dice advised we are meeting again with Fox Rehab next week to continue to explore the possibilities of their providing rehabilitation and wellness initiative at the HCFC.

Longstreet Development (company who owns Bridgeton Villas) is in the process of acquiring a 124-unit senior high rise Chester, PA. This may take place by the first of the year 2013. We are in discussions with them to provide regional property management services.

We are meeting with a public housing authority in Pennsylvania next week to discuss the possibility of their contracting with the MHA to run their Section 8 program.

TRIAD and Associates has been contracted to assist the City of Millville and AHOME create a community center. TRIAD has asked us and the HCFC to join in the discussions. The first meeting will be 9/26/12.

The monthly payables were presented for approval at this time:

#### Resolution #27 -2012

Approving the Payment of Bills

#### Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Commissioner Miller abstained on check # 9235

Roll Call: Unanimous

Resolution# 28 -2012 Approving the MHA Annual and Capital Budget for Submission to the State of New Jersey for Fiscal Year 2011-2012.

#### Roll Call Vote:

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

Resolution #29-2012 Approving a Contract for Architectural Services  
Roll Call Vote:  
Motion: Commissioner Miller  
Second: Commissioner Parent  
Roll Call: Unanimous

Resolution #30-2012 Approving a Contract for General Legal Services  
Roll Call Vote:  
Motion: Commissioner McCarthy  
Second: Commissioner Parent  
Roll Call: Unanimous

Resolution #31-2012 Approving a Contract for Tenant/Landlord Legal Services  
Roll Call Vote:  
Motion: Commissioner Parent  
Second: Commissioner Miller  
Roll Call: Unanimous

Resolution #32-2012 Approving a Shared Services Agreement Between the MHA  
(through HCDC) and the City of Millville.  
Roll Call Vote:  
Motion: Commissioner Parent  
Second: Commissioner Miller  
Roll Call: Unanimous

Resolution #33-2012 Approving a Contract for Fee Accounting Services  
Roll Call Vote:  
Motion: Commissioner Parent  
Second: Commissioner Miller  
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 6:00 p.m. in order to go into the HCDC Meeting. Commissioner Miller made the motion. Commissioner Parent seconded. Roll Call: Unanimous.

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Paul F. Dice  
Secretary/Treasurer

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Date