

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
November 27, 2012

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, November 27, 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: Chairman Brian Tomlin, Commissioner James Parent, Commissioner Dianne McCarthy, Commissioner Paula Ring and Commissioner Larry Miller. 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 October 23, 2012 minutes. Commissioner Parent made the motion and Commissioner Miller 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 \$148,822 for October 2012. On a cumulative fiscal year-to-date basis (10/1/12 to 10/31/12), the MHA posted a positive net income of \$148,819. We continue to operate the MHA without having to deplete reserves.

The Family Center posted a negative net income of \$14,787 for October 2012. On a cumulative fiscal year-to-date basis, the HCFC posted a positive \$14,787. We continue to operate HCFC's operations without having to deplete reserves

**Occupancy**

CVC, RVW, RVE, Ferguson and Holly Berry Court are at 100% occupancy. JCP is at 97% occupancy. MVP and Scattered Sites are at 98%.

**Holly Berry Court – Substantial Rehabilitation**

Secretary Dice advised we successfully submitted the Rental Assistance Demonstration Program (RAD) application to HUD by the October deadline. HUD Washington confirmed receipt and is processing the application. We are going to be looking at the possibility of submitting a RAD

application for RVE and RVW - both buildings have many needs. There is a meeting next week with the New Jersey Housing and Finance Agency

### **Wildwood Housing Authority**

The Shared Services agreement with the Wildwood Housing Authority expires on Dec. 14, 2012. Per board resolution, we are requesting authorization to proceed to negotiate with the WHA board for a two year agreement at the best possible terms.

Jaycee Plaza

Dr. Abdulghani has vacated the suite he was renting at JCP. He had a two year lease which he terminated after only one year. Secretary Dice advised we are in negotiations with Fox Rehab regarding the possibility of their moving into this larger space. This would allow Fox to expand their operations. However, they would need dedicated parking space to make this arrangement work for them. To that end, we are in the process of estimating the cost to convert the current vacant space between the building and High Street into a parking lot. We are considering three different parking configurations with between 8 to 12 spaces. Solicitor Robinson is currently working with the Bank of America to try and get an access easement in their parking lot for us to use.

### **New MHA Position –Systems Analyst**

Our current contract with National IT was beginning to exceed what the cost of hiring someone would be. Based on an analysis of our expenditures and our projected increase in the amount of IT support we will require in the near future, we would like to hire a Systems Analyst. This person will be responsible for the maintenance of all computer hardware, software and networking operations for Millville, Wildwood, HCFC and Bridgeton Villas. This includes the central computer servers, desktops, laptops and computer pads. Additionally this person will ensure effective integration of data management/processing and end user operations. They will also manage other related IT operations such as cell phones, office phones and the camera system.

### **Office Telephone Up-grade**

Secretary Dice advised the MHA is requesting the authority to replace our existing phone system with a Voice-Over-IP system. Since this system is internet based, it will allow for lower monthly costs and the ability to better control our communications given the geographic spread of our organization. This system will allow us to transfer calls within all of our buildings. Calls also go into our email and cell phones.

### **Complete Care in Wildwood**

Complete Care has now received its use variance and site plan approval from the Wildwood Zoning Board. We expect to move the WHA administrative operation and turn the current

administrative facility over to over to Complete Care by the first week in January 2013.

### **Caring, Inc.**

Caring is currently doing an analysis of whether or not they could expand their assisted living services into Riverview East. They would rent our current property management office if this should happen.

### **Health Insurance**

Mitch Moore reported we have saved \$153,000 from January – September 2012 with our new health insurance plan.

### **Finance**

Mitch Moore, CFO, advised MHA is currently undergoing the year-end Audit. Polcari and Company has been working on some compliance issues. We are pushing for a conversion to the Yardi system in Wildwood. This will be a huge job. We hope to start the conversion as soon as the Audit is finished. MHA will also be shifting excess cash (\$600,000 CD at Century Savings Bank) and will keep the board apprised.

### **HCFC**

Janet Reeves advised the steps to the pool have been fixed and are now ADA compliant. The cost was \$3200.00 The floor is sinking by the tanning booth. There is a vendor that is ready to go to fix this problem. Her Zumba instructors are having a 70's-80's party Saturday night, December 1<sup>st</sup>.

### **Bridgeton Villas**

Elba Vera reported the building that burned down is being re-constructed, Currently, eight apartments are done. The Fire Inspector is coming tomorrow. Elba has tenants ready and approved to fill the eight apartments.

### **Lease Enforcement**

Manny Gordillo is working very hard at Bridgeton Villas sending out banning and cease notices. The many problems have subsided. John Mazzeo reported he is worked on twenty cases in November. Fourteen cases are still open. He has been spending time at Maurice View Plaza to help keep things calm at this location.

### **Section 8**

Jessica Gonzales reported that cumulative spending is at 93% and needs to be 97%. She has eight vouchers out on the street. The turnaround time for Section 8 is tough. Three people did

lease up in November and three more will lease up in December. Mitch Moore advised Jessica got an absolutely excellent review from our Auditors regarding our Section 8 files.

### Senior Services

Dorothy Conti advised Fox Rehab is giving her department \$210 worth of gift cards from Wal-Mart to distribute between 7 residents. We were also given 300 containers of Christmas Cookies from the Millville Women's Club.

The monthly payables were presented for approval at this time:

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|-----------------------------|--|
| <u>Resolution #42 -2012</u> | Approving the Payment of Bills<br><u>Roll Call Vote:</u><br>Motion: Commissioner Ring<br>Second: Commissioner Miller<br>Commissioner Miller abstained on Check # 9441<br>Roll Call: Unanimous              |
| <u>Resolution# 43 -2012</u> | Authorizing the ED to Execute a Feasibility Study<br><u>Roll Call Vote:</u><br>Motion: Commissioner Parent<br>Second: Commissioner Miller<br>Roll Call: Unanimous  |
| <u>Resolution #44-2012</u>  | Authorizing the ED to Negotiate a Contract for ED Services with Wildwood Housing Authority<br><u>Roll Call Vote:</u><br>Motion: Commissioner Parent<br>Second: Commissioner Miller<br>Roll Call: Unanimous |
| <u>Resolution #45-2012</u>  | Approving a Contract for a New Telephone System<br><u>Roll Call Vote:</u><br>Motion: Commissioner Ring<br>Second: Commissioner McCarthy<br>Roll Call: Unanimous  |
| <u>Resolution #46-2012</u>  | Authorizing a Health Insurance Plan for the MHA<br><u>Roll Call Vote:</u><br>Motion: Commissioner Parent<br>Second: Commissioner Ring<br>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 6:05 p.m. in order to go into the HCDC Meeting. Commissioner Parent made the motion. Commissioner Ring seconded. Roll Call: Unanimous.

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Paul F. Dice  
Secretary/Treasurer

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Date