

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
January 22, 2013

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, January 22, 2013 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:01 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 Paula Ring and Commissioner Larry Miller. Also present were MHA Solicitor Matthew, MHA staff, residents and members of the press.

At this time Executive Director Dice introduced Kim Ayres as the newest member of the MHA Board of Commissioners. She will be replacing Dianne McCarthy who resigned her position in December, 2012. Ms. Ayres was sworn in by the City Clerk of The City of Millville prior to tonight's meeting.

Resolution # 01 -2013      Approving the Appointment of Kim Ayres to the MHA Board of Commissioners

Roll Call Vote.

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Chairman Tomlin asked for a motion of approval for the November 27, 2012 minutes. Commissioner Miller made the motion and Commissioner Ring seconded. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Combined, the MHA lines of business posted a positive net income of \$57,853 for December 2012. On a cumulative fiscal year-to-date basis (10/1/12 to 12/31/12), the MHA posted a positive net income of \$282,264. We continue to operate the MHA without having to deplete reserves.

The Family Center posted a negative net income of \$4,874 for December 2012. On a cumulative Fiscal year-to-date basis, the HCFC posted a positive \$29,445.

### **Occupancy**

Secretary Dice advised our occupancies are holding strong. All vacancies (with the exception of one) are under 30 days.

### **Community Property Management**

Ivy Evans advised a REAC inspection was held today at Bridgeton Villas. Elba Vera, Property Manager, and Jose, Maintenance, did a great job. This is the first time we have ever been involved in a REAC inspection for a multi-family complex. Twenty-one units were randomly visited. Since we are not utilizing our resources at Bridgeton Villas, it is much harder to manage this complex. Ivy reported we have prepared a proposal for the owners of the complex to have our employee, Jose Sanchez, work on their current vacancies for \$38,000. We have every reason to believe they will take our proposal. Currently, the owners are stringing along vendors, including Solicitor Robinson. However, they are still paying MHA. The owners are having cash flow problems. We will ensure that Solicitor Robinson is paid the \$3,100.00 he is owed out of our de-federalized money. We will only do this one time. If this situation worsens, we may have to get out of our contract. Currently, there are 14 regular vacancies and 24 vacancies that were a result of the fire they experienced. That building has been under construction. A certificate of occupancy is supposed to be issued by the City of Bridgeton on January 23<sup>rd</sup>. HUD will not pay for a unit if it has been vacant for over 3 months.

MHA is charging the owners of Bridgeton Villas cost plus 6%. We use our vendors for suppliers. Secretary Dice advised this property was once owned by Interstate Realty. They got out of it and then Longstreet Development bought it. Secretary Dice wants our Board to have full disclosure of the issues we are experiencing in the Bridgeton Villas. The units from the fire have been vacant for over a year and they are losing a lot of money. There was also a problem with the last building manager who had electric turned on in many apartments under the Bridgeton Villas name. They are now faced with many electric bills.

### **Wildwood Housing Authority**

Secretary Dice reported that 4,000 Square Feet of offices along New Jersey Avenue in Wildwood will be going to Complete Care. Recently, the WHA offices were moved into both the Sandman Towers and their family unit, Commissioners Court. Complete Care is now bringing contractors through the former WHA office building.

### **Salem Housing Authority**

There is a lot of drama taking place in Salem. Next Thursday, January 31, 2013, there will be another attempt at a SHA Board of Commissioners meeting to hold a hearing that will determine the fate of their Executive Director. The SHA Board did vote to stop paying the ED on January 17<sup>th</sup>. We will be turning our investigation over to the Inspector General's office.

### **Yardi Conversion**

Mitch Moore is in the process of converting the WHA and the SHA to the Yardi System. Millville Housing Authority will be functioning as the corporate office. We hope someday there will be a "South Jersey Regional Housing Authority". Small town housing authorities do not need a full-time executive director. When we go to the NAHRO Legislative Conference in March we will talk to Congressman LoBiondo about regionalizing housing authorities.

### **Rental Assistance Demonstration Program**

Secretary Dice advised we successfully submitted the Rental Assistance Demonstration Program (RAD) application to HUD by the October deadline. We were notified that we were awarded this program. MHA was the only housing authority in South Jersey to receive this award. If we get the 9% tax credits we will get 70% of the funding we need – a hedge against the future as funds continue to go down from HUD.

The monthly payables were presented for approval at this time:

#### Resolution #02 -2012

Approving the Payment of Bills

##### Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Miller

Commissioner Miller abstained on Check # 9645 & 9659

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

#### Resolution #04-2012

Approving the Millville Housing Authority's Annual Audit for  
FYE 09/30/12

##### Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

Roll Call: Unanimous

#### Resolution #05-2012

Authorizing a Cost of Living Pay Adjustment

##### 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 5:50 p.m. in order to go into the HCDC Meeting. Commissioner Miller made the motion. Commissioner Ring seconded. Roll Call: Unanimous.

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Paul F. Dice  
Secretary/Treasurer

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Date