

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
April 23, 2013

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, April 23, 2013 at Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:00 p.m.

Vice Chairman Paula Ring announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Vice Chairman Paula Ring, 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 Kim Ayres, Commissioner Larry Mille, Commissioner Paula Ring, and Commissioner Parent. Chairman Tomlin was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Vice Chairman Ring asked for a motion of approval for the March 26, 2013 minutes. Commissioner Parent made the motion and Commissioner Miller seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Combined, the MHA lines of business posted a negative net income of -\$26,571 for the month of March 2013. On a cumulative fiscal year-to-date basis (10/1/12 to 03/31/13) the MHA posted a positive net income of \$245,616. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$-7,210 for March 2013. On a cumulative fiscal year- to-date basis, the HCFC posted a positive \$12,188.11.

Secretary Dice noted that a big part of the reason for these negative monthly incomes was the fact that March was a three pay month.

AMP Occupancy

Ivy Evans explained how HUD rates our properties monthly to determine our PHAS scores. They will take the number of units leased and divide it by the unit months available. Anything that computes at 98% or above will receive the maximum of 16 points. The amount of points accumulated over the course of the year will determine your status with HUD. Mitch explained

that if we do not have a vacant property rented by the first of the month, we do not get paid for it. Furthermore, Ivy said there are some units that will never be computed into the PHAS score. These would be the units that go vacant after the 1st of the month, but get filled before the 30th of that same month. Right now we are at the following occupancies: RVW is at 99%; JCP is 100%; RVE is at 99%; CVC/FER is at 98%; HBC is 98% and MVP/SCT is 96%.

SHARED SERVICES AGREEMENTS

SALEM

Secretary Dice advised Salem has been determined a “Troubled” agency by HUD. We were obligated to prepare a recovery plan for the board and HUD approval. Following meetings with both, the plan was approved unanimously. Paul projects it will take at least a year to turn this agency around financially and operationally. It will take another year before HUD’s computerized evaluation system will reflect the changes and re-classify it to a non-troubled status. Secretary Dice also advised that the Section 8 funding to pay Landlords has gone from 100% funding to 94%. There were going to be four families in Salem that were going to be homeless. HUD told Paul today they will come up with the money to pay these landlords for June. We were not aware that there was “emergency money”. Apparently, there is a PIH notice coming out telling agencies in this situation that they can apply for the shortfall. Secretary Dice advised we do have a plan of action for the MHA to bring the program in on target.

BRIDGETON VILLAS

The management contract between the owners and CPM comes up for renewal this month. The owners have expressed satisfaction with our performance and have verbally stated they wish to renew. Paul will be proposing a 3% increase to the owners of Bridgeton Villas. Right now this account is cash flowing so we want to keep it.

WILDWOOD

The construction for Complete Care is underway and it looks like a bomb went off in Wildwood!

FAMILY CENTER

Secretary Dice advised that capital charges for the HCFC are now being billed to them. There is closer to \$90,000 net income yearly for the Family Center. Janet Reeves advised she had 79 new full memberships last month! \$1500 per month is being generated by walk-in. The Family Center celebrates its 13th year in business this year.

EXECUTIVE DIRECTOR'S CONTRACT

The Executive Director's contract expires at the end of the month. Each board member was sent a copy of the new contract and will be asked to approve by resolution.

EMPLOYEE BENEFIT CHANGE

Secretary Dice advised he wants the board to vote on changing the current Longevity Policy. Existing employees will not be affected by this change; however, employees hired in the future will not be eligible for longevity pay.

ORGANIZATION CHART

Secretary Dice advised the organizational chart of the MHA has been updated and some salaries have changed due to the cost of living increase and some salaries were upgraded due to shared services work. He will be asking the board to approve these changes.

The monthly payables were presented for approval at this time:

Resolution # 12 -2013

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 13- 2013 – Resolution Approving the Annual Employee Compensation

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution# 14 -2013

Resolution Approving Changes in the Longevity Pay

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #15-2013

Resolution Approving a Contract for Lawn Maintenance Services

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Parent

Roll Call: Unanimous

Vice Chairman Ring asked if there was any old or new business. There was not.

Vice Chairman Ring asked if there was any public comment. There was not.

Vice Chairman Ring asked for a motion to adjourn the MHA public meeting at 5:43 p.m. in order to go into the HCDC Meeting. Commissioner Parent made the motion. Commissioner Miller seconded. Roll Call: Unanimous.

Resolution #16-2013 Approving a Closed Executive Session

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

At 6:43 p.m. a motion to go back into Open Session was made by Commissioner Ayres. Commissioner Parent seconded. All present were in favor.

Resolution #17-2013 Approving the Employment Contract of the Executive Director

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

At 6:45 p.m. a motion to adjourn was made by Commissioner Ayres and seconded by Commissioner Parent. All present were in favor.

Paul F. Dice
Secretary/Treasurer

Date