

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
May 28, 2013

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, May 28, 2013 at Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:00 p.m.

Chairman Brian Tomlin announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Chairman 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 Larry Miller, Commissioner Paula Ring, Commissioner James Parent and Chairman Tomlin. Commissioner Ayres 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 the April 23, 2013 minutes. Commissioner Ring made the motion and Commissioner Miller seconded. All others present were in favor.

Commissioner Ayres arrived at 5:20 p.m.

**EXECUTIVE DIRECTOR'S REPORT**

Combined, the MHA lines of business posted a positive net income of \$6,057 for the month of April 2013. On a cumulative fiscal year-to-date basis (10/1/12 to 04/30/13) the MHA posted a positive net income of \$254,193. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$-3,594 for March 2013. On a cumulative fiscal year-to-date basis, the HCFC posted a positive \$8,669. Janet Reeves advised she had just received a \$5,000 donation from the RENNOG Foundation. Summer Camp starts on June 24<sup>th</sup> and will run for 10 weeks.

**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 1<sup>st</sup> of the month, but get filled before the 30<sup>th</sup> of that same month. Right now we are at the following occupancies: RVW is at 98%; JCP is 98%; RVE is at 99%; CVC/FER is at 99%; HBC is 98% and MVP/SCT is 99%.

### **Office Renovations**

Secretary Dice invited all the Commissioners to come visit the new Corporate Offices at 1 E. Vine Street. The Holly Berry Court offices are undergoing a face lift and the garage on Vine Street is being converted to offices for maintenance and purchasing.

### **Personnel Changes**

Allison Corson introduced Anthony Rios, Maintenance Supervisor, to those present. She further advised an Assistant Property Manager had been hired on a part-time basis to help with Holly Berry Court and Bridgeton Villas. Her name is Barbarita Garcia. Jessie Merino has moved from the Receptionist position to a newly created position of Waiting List Manager. A new Receptionist will be hired within the next week. Additionally, we hope to hire a new Maintenance Technician within the next few weeks.

### **Riverview East Death**

Secretary Dice advised the tenant at RVE who reportedly committed suicide, died last night. There are no details to report at this time.

### **Holly Berry Court Fire**

The fire that took place at HBC left one apartment as a total loss. Thankfully, it was contained to that one unit. The tenant stayed in a hotel the first night, but was housed the next day in another apartment at HBC.

### **BRIDGETON VILLAS**

The fire that took place at Bridgeton Villas involved a stand-alone 12 unit cluster. Four of the 12 units are a complete loss. The remaining 8 units are also now untenable because of compromises in the gas lines following the fire. Eleven of the 12 units were occupied at the time of the fire. The entire first floor has been boarded up. There were no casualties and all tenants were housed from the first night of the fire in hotels, other apartments or with family and friends. All tenants have now been placed in alternate apartments. We are still waiting for restoration quotes.

Secretary Dice also advised the owners of Bridgeton Villas accepted our renewal quotation of \$132,387 for the period of 5/1/13 through 4/30/14. This represents a 3% increase over last year.

Secretary Dice is expecting a 10% net income or roughly \$13,238.

Secretary Dice also advised that a couple of law suits regarding the prior fire at Bridgeton Villas have been initiated and the MHA got named in one of the suits. We have been in touch with Legal Aid and Solicitor Robinson thinks we will get out of the suit since we came months after the fire.

Elba Vera has now been relocated to her new office at Bridgeton Villas.

### **WILDWOOD**

Complete Care construction initiatives are still behind schedule. Secretary Dice thinks it is more likely it will be completed sometime in August instead of July. Ivy Evans advised there is a sink hole on the Commissioner's Court complex.

### **SALEM**

Secretary Dice advised the SHA is now turning a profit. We have also led them from having 15 vacancies down to 1 vacancy.

### **AHOME**

Secretary Dice advised he has been in discussion with AHOME's board members regarding the possibility of HCDC taking over some of its operations in light of AHOME's cessation of operations. The HCDC is not looking to be involved in the disposition of their real estate. We hope to take over the grant they receive from Wells Fargo for revitalization activities in Center City Millville. The Wells Fargo grant was for \$300,000 for a three year period. They are in the last period of that contract. There is \$50,000 left. Secretary Dice said that only 15% of that \$50,000 can go to Admin. Secretary Dice believes that if Wells Fargo would let us assume the current grant, it is a promotion for the HCFC. We recently moved Ed Einhaus, the neighborhood grant coordinator, into an office at RVW.

Commissioner Ayres explained the purpose of the Wells Fargo grant to those present. She advised that the Wells Fargo Foundation looks to fund neighborhood revitalization projects. Wells Fargo liked some of the things that Millville was doing like the Weed & Seed program and the downtown Arts District, along with their partners. They realize the problems Millville has in center city and hoped to stimulate the people there. The Community Center group is one of the initiatives that sprung up from this grant.

Wells Fargo will have to determine if the HCDC is a suitable group to take over. Commissioner Parent said he doesn't believe it will hurt for Secretary Dice to look into it. All members present were in favor of exploring the possibility.

## **Section 8**

Jessie Gonzalez advised everything is going pretty well in Salem. She has been meeting some families and sending letters. Ivy Evans explained that in Millville we have been spending at 110%. That is because last September the government told us to spend down. We then raised the payment standard. We currently spend between \$124,000 and \$125,000 per month. The government is now telling us to stop spending! We know that the funding in May and June 2013 will only be \$100,000. Even though that is a large gap, we will be alright through this fiscal year. Ivy further explained that when we pull back the payment standard it makes the tenants rents go up. 140 vouchers will be affected by the payment schedule. If the tenants can't pay their rent, landlords may have to evict.

The monthly payables were presented for approval at this time:

Resolution # 18 -2013          Approving the Payment of Bills

**Roll Call Vote:**

Motion: Commissioner Miller (Abstain on ck.#10032)  
Second: Commissioner Parent  
Roll Call: Unanimous

Resolution# 19- 2013 – Resolution Approving a Contract for HVAC Services

**Roll Call Vote:**

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

Resolution# 20 -2013          Resolution Approving a Contract for Plumbing Services

**Roll Call Vote:**

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

Resolution #21-2013          Resolution Approving a Contract for Electrical Services

**Roll Call Vote:**

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

Resolution #22-2013      Resolution Approving a Contract for an Electrical Utility Provider

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #23-2013      Resolution Authorizing the ED to Renew Lease with CC Health Dept.

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

\*Commissioner Ring recused herself from the vote

Roll Call: Unanimous

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

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 6:25 p.m. in order to go into the HCDC Meeting. Commissioner Parent made the motion. Commissioner Miller seconded. Roll Call: Unanimous.

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Paul F. Dice  
Secretary/Treasurer

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Date