

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
August 27, 2013

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, August 27, 2013 at Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:04 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, Vice Chairwoman Paula Ring and Commissioner James Parent. Commissioner Ayres was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, City Commissioner Dale Finch, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the June 25, 2013 minutes. Commissioner Miller made the motion and Commissioner Parent seconded. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Combined, the MHA lines of business posted a positive net income of 13,769 for the month of July 2013. On a cumulative fiscal year-to-date basis (10/1/12 to 07/30/13) the MHA posted a positive net income of \$309,976. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a positive net income of \$5,654 for July 2013. On a cumulative fiscal year- to-date basis, the HCFC posted a positive \$22,696. Janet Reeves advised the Family Center has been spending a good deal of money on improvements. A new ceramic tile floor was just installed throughout the main floor. A new, more efficient pool pump was put in. The grout around the pool was updated. All carpets in the building have been shampooed. The walls on the main floor were repainted. Commissioner Parent told Mrs. Reeves that she is doing a great job. Secretary Dice advised we needed to make these improvements in order to compete. To date, we've spent around \$25,000.

**AMP Occupancy**

Secretary Dice advised that with the exception of HBC (95.4%) all of our MHA properties have occupancies above 98%.

## **Personnel**

Secretary Dice advised he has split the job duties of the former Chief Operating Officer position between Betsy Loyle and Heather Santoro. Heather is jumping in to see that projects are completed. The HBC parking lot was recently repaved and looks terrific! The MHA staff is comfortable and everyone present agreed they are getting answers when needed. Secretary Dice stressed the importance of everyone staying connected. Key personnel will be getting I-phones in order to utilize the Face time application. Betsy Loyle will be responsible for the Operations side of the business. She advised she is currently trying to streamline all of our operations using the same policies and procedures, in order to utilize staff at other agencies if needed. On September 9<sup>th</sup> Betsy will be training staff on the EIV system. Jessica Merino is being cross trained in Multi-family housing when they travel to Charlotte, NC on Sept. 16<sup>th</sup>. Elba is having challenges getting the bills paid at Bridgeton Villas. To date, we have not been able to get any of the insurance money that was paid to the owners of the complex as a result of the fire that occurred a couple of months ago. We have not been able to pay any vendors.

## **Millville Community Center**

The Millville Community Center is essentially a consortium of entities in Millville. The concept for the center came from an AHOME initiative. MCC will serve as the coordinator and facilitator of activities for the consortium. Secretary Dice advised he recently pitched the idea to the MCC board to contract with the Holly City Development Corporation for management services. Heather Santoro advised she hopes to be contracted to the MCC as a part-time coordinator. Additionally, we are looking to enter into a contract with the MCC for Risk Management, IT Services and Accounting Services. She further advised the MCC does not have a big budget. Commissioner Miller asked if there will be any financial assistance from the MDC or the Cumberland County College. Ms. Santoro advised they will not be seeking financial assistance from agencies. They want the agencies to provide services. Currently, the only money that can be utilized for the MCC is the Wells Fargo grant. We have applied for the NRTC (NJ Neighborhood Revitalization Tax Credit). Should we receive this grant, we will get \$985,000 over the course of 10 years. Heather further advised should we receive the NRTC grant; the money will pay for the Admin side of running the MCC, streetscape, website and mailings. There is a possibility money could be utilized to tear down abandoned buildings and the construction of Affordable Housing units. Security Camera's will also be considered. Secretary Dice advised the MCC headquarters will be located wherever Heather is located. He further advised money to support the MCC will come from the following areas: Wells Fargo, Carley Foundation, NRTC and various other grants we will be researching and applying for in the future. We should find out sometime in September if we receive the NRTC grant.

Heather further advised the HCDC will be submitting information to Capital Bank to become a part of a counseling program for homebuyers. If the HCDC counsels someone and it results in a closing, \$500.00 will be given to the HCDC.

Secretary Dice recently met with Millville City Officials regarding the disposition of the current AHOME properties. He does not want to get into the Affordable Housing arena. He also has come to the realization that if we sell these homes at a distressed sale, it won't help the value of the homes in those areas. He stated: "We don't want to hurt the neighborhood by having a fire sale". Secretary Dice is looking at other options for these properties. He discussed whether or not HUD would let the HCDC take possession of them as rental units. Additionally, whether there is a possibility the City could commit home funds to work on these units? He would also like to explore whether or not the CCIA would keep a line of credit for us. In total, there are only 3 deed restricted properties involved. There is \$316,000 owed on the properties. We don't have enough cash to just take them over.

### **Holly Berry Court Renovation**

Secretary Dice advised the NJ HMFA has not yet released the awards for the 9% tax credit round. We hope to hear something by mid-September. The RAD project cannot proceed until we know if we receive that award.

### **RAD Program – Possible Expansion**

Secretary Dice told those present that we will be publishing an RFP shortly for developers to help us evaluate the remaining MHA housing stock. HUD has stated that PHA's have until December 31, 2013 to make application in order to receive higher funding levels than will likely be offered after that date. HUD is telling Public Housing that if our housing stock becomes all RAD we can cease being Public Housing. RAD will be the only way to get the capital funding we need. We will have to evaluate very carefully what it will mean if we are no longer consider "Public Housing"

### **Central Office Expansion**

Secretary Dice advised we have decided to expand the Central Office into one of the MVP apartments that is located next door along Vine Street. We will construct a new apartment on the first floor to replace it.

The monthly payables were presented for approval at this time:

Resolution # 29 -2013

Approving the Payment of Bills

#### **Roll Call Vote:**

Motion: Commissioner Ring

Second: Commissioner Parent

Commissioner Miller abstained on Ck #10312 &10313

Roll Call: Unanimous

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

Commissioner Parent congratulated Commissioner Ring on having the former Cumberland County Homemakers building being named in her honor.

City Commissioner Dale Finch discussed whether or not the MHA would partner with the City of Millville for their annual Landlord Training Class being held in September. He invited Executive Director Dice, Solicitor Robinson and some of the MHA staff members to come and participate. He also inquired about our need for another MHA Board member. He will meet with Commissioner Parent to see if they can work together to solve the problem.

Secretary Dice advised that Complete Care did open in August in Wildwood. The mayor of Wildwood sent a proclamation.

Chairman Tomlin asked Secretary Dice if he knew what was happening with the renewal of the contract with the Cumberland County Health Department. Secretary Dice replied that he had offered them a really good deal – they could save \$16,000 if they sign a five year lease. Commissioner Ring advised they had asked for a 30 day period to review the lease.

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 5:55 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