

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
September 24, 2013

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 24, 2013 at Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:02 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, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the August 27, 2013 minutes. Commissioner Ring 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 \$80,447 for the month of August 2013. Secretary Dice advised this is the largest single loss the MHA has ever had. On a cumulative fiscal year-to-date basis (10/1/12 to 08/31/13) the MHA posted a positive net income of \$229,211. We continue to operate the MHA without having to deplete reserves. Secretary Dice asked Denise Smith to take the board members through the August expenses in order for them to understand why we had such a large loss for the month. Denise explained that August was a three pay month. We incurred separation pay for two employees and there were higher than normal travel/training expenses. Secretary Dice advised that the expenses incurred for the month are non-recurring and so he is not concerned at this point.

The Holly City Family Center posted a negative net income of \$11,204 for August 2013. On a cumulative fiscal year- to-date basis, the HCFC posted a positive \$17,145. Secretary Dice advised the HCFC had to reach into reserves in order to cover the cost of the new pool pump and new ceramic tile floor throughout the floor hallways.

**RESOLUTIONS** - Commissioner Parent advised he must leave the meeting early. It was decided to review and approve the following resolutions before he had to leave the meeting:

The monthly payables were presented for approval at this time:

Resolution # 30 -2013 Approving the Payment of Bills

**Roll Call Vote:**

Motion: Commissioner Ring

Second: Commissioner Parent

Commissioner Miller abstained on Ck #10423 &10424

Roll Call: Unanimous

Resolution #31-2013 Approving a Contract for Architectural Services

\*Secretary Dice advised that the MHA has decided to approve a contract with two different Architects. Should one architect be unable to schedule a capital improvement projects in a timely manner, the MHA would be able to enter into a contract with the second architect.

**Roll Call Vote:**

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #32-2013 Approving a Contract for General Legal Services

**Roll Call Vote:**

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #33-2013 Approving a Contract for Tenant Landlord Legal Services

**Roll Call Vote:**

Motion: Commissioner Ring

Second: Commissioner Miller

Roll Call: Unanimous

\*Commissioner Parent congratulated and thanked Solicitor Robinson for his continued service to the MHA. Solicitor Robinson thanked everyone for their support and said it is a real pleasure to work with the MHA.

Resolution #34-2013 Approving a Sub-Contractor Agreement between the MHA and the HCDC

**Roll Call Vote:**

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #35-2013 Approving Conifer Realty, LLC as Developer for the RAD Program

\*Secretary Dice introduced Jerry Velazquez, Triad Associates, and had him explain the Request for Qualifications that went out during the month. Mr. Velazquez advised the MHA received two responses to a recently advertised RFQ for a developer for the RAD Program. Both of the respondents had extensive experience. The company, TCB, has more experience with HUD. Conifer has more experience with the State of New Jersey. Triad Associates believes that Conifer has better capacity and a 70%/30% developer fee. Conifer provides guarantees. Additionally, the MHA already has a relationship with Conifer. He further advised that there is no benefit to Triad if we should contract with Conifer. Mr. Velazquez reviewed both proposals and believes the MHA should contract with Conifer. Conifer does not charge fees for the application. There is an analysis and review required with an “open ended” fee to prepare the application by TCB. He added that the MHA board is not voting to become a RAD project; the board is voting on a process of how we evaluate the advantages of becoming RAD.

**Roll Call Vote:**

Motion: Commissioner Parent

Second: Commissioner Ring

Roll Call: Unanimous

At 5:25 pm, Chairman Tomlin declared a recess of the MHA meeting in order to go into the Holly City Development Corporation meeting.

At 5:34 pm, Chairman Tomlin announced the MHA meeting was back in session.

Secretary Dice explained that both Wildwood and Salem Housing Authorities will be voting on the RFQ for a developer for the RAD program. He reiterated that the old funding model is becoming unworkable and we must look at a new way. The government has been evaluating the country’s housing stock and has no idea where they will get the money to rehabilitate. There is a 120 billion dollar deficit for capital needs. That is why Secretary Dice believes we need to do the RAD application. The NJHMFA hasn’t financed any credits in Cumberland County. The federal government gives the credits to every state in the country. The states then decide how to divvy up the credits. There is money from Hurricane Sandy that has not been distributed and they are working hard at the county level to get some of this money to the bay shore. We should call Senator VanDrew and tell him we could use this funding for affordable housing in Cumberland County.

As far as the Holly Berry Court RAD application, we scored a 98 out of 100 points, but did not receive the tax credits. Amazingly, we got every possible point that we could receive based on our location, but still did not get anything from the State of New Jersey. The fight is not over. Mr. Leone does not know when the next round of 9% tax credits will come around. He stated there are 4% credits being offered. However, if we go after the 4% credits, we need to find 70% in other funding somewhere else. Jerry Velazquez advised if the MHA could get Sandy money from the State of NJ, we could make the HBC project work with the 4% tax credit. He believes private and public pressure needs to be applied to officials –letting them know Cumberland

County got shafted.

Secretary Dice advised he wants to go forward with pursuing more Multi-family units to manage. He will be meeting with Diane Johnson from HUD to get some help finding new accounts. There are big problems at the Bridgeton Villas. There was a recent shooting where shots went through three apartments.

### **AMP Occupancy**

Secretary Dice advised that HBC is at 94.5%. All other MHA properties have occupancies above 98%.

### **Operations Report**

Betsy Loyle advised she has been working with the maintenance staff to streamline our procedure for turning units. Our new Wait List Manager has enabled the MHA to be able to lease an apartment in only 5 days. Betsy will be monitoring the improvements and will share with the board.

Ms. Loyle had been working with a consultant to revise the ACOP. She will now be able to revise the ACOP's for Wildwood and Salem.

Ms. Loyle also advised the board will be seeing additional training expenses in the next 6 – 9 months. There are many differences between Public Housing, Multi-family housing and Section 8. Staff must be trained properly or we could be punished in an audit.

An updated organizational chart was presented for board review. This new chart/organization enables management to simply drop another line on the chart should we take on a new business. Ms. Loyle expressed her thanks to Polly Swink, Jose Sanchez and Kari Elmer for all their extra efforts lately. Commissioner Ring thanked Betsy Loyle for doing such an excellent job with the organizational chart.

Janet Reeves advised the Swim Team starts at the Holly City Family Center in November. She invited the board members to come in and see the new renovations.

John Mazzeo advised there are three trials that will begin October 2<sup>nd</sup> that could result in some new evictions. He is currently working on a case where a RVE tenant was deliberately leaving the gas turned up on her stove. It was discovered during a City Inspection. She could have killed everyone!

Kevin Timm introduced Matt Liedike. Matt is working part-time as a computer technician in Millville.

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

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 6:20 p.m.  
Commissioner Ring made the motion. Commissioner Miller seconded. Roll Call: Unanimous.

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Paul F. Dice  
Secretary/Treasurer

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Date