

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
November 26, 2013

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, November 26, 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: Chairman Brian Tomlin, Commissioner Larry Miller, Vice Chairwoman Paula Ring, Commissioner James Parent and Commissioner Kim Ayres. 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 October 29, 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 positive net income of \$26,548 for the month of October 2013. On a cumulative fiscal year-to-date basis the MHA posted the same positive net income. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$1,731 for October 2013. On a cumulative fiscal year- to-date basis, the HCFC's negative net income is the same. Janet Reeves advised the expenses incurred by the Family Center were non-recurring expenses. If not for these expenses, the HCFC would have made money. Janet Reeves advised the HCFC has decided to offer special pricing for law enforcement officials to try and get them interested in becoming members. The Family Center has recently introduced Tabata Classes and House Party Zumba in the aerobics room.

OCCUPANCY

Elizabeth Loyle advised all properties are 98 -100% occupied. Secretary Dice praised the MHA property management team for "knocking them dead!"

WILDWOOD AND SALEM HOUSING AUTHORITIES

The Wildwood Housing Authority renewed their Shared Services Agreement with the MHA for another year. The rate is the same as last year - \$80,000 per year. The Salem Housing Authority also renewed the Shared Services agreement (Dec. 2013 – Dec. 2014) with the MHA for another year. The rate is also the same as last year - \$85,000. Secretary Dice advised there was one change in the agreement surrounding SHA's Section 8 program. Last year Millville absorbed the cost of running the SHA Section 8 program so Salem could use that money while we were trying to get them out of troubled status. SHA has agreed to let the MHA have the monthly administration fee in 2014.

COMMUNITY PROPERTY MANAGEMENT

Secretary Dice advised Community Property Management is now idle since shutting down the Bridgeton Villas operation. Mr. Dice recently met with HUD to discuss breaking into the Affordable Housing arena. He reported that HUD advised it will take some time to break into the Affordable Housing market. The people who are developing Affordable Housing are also managing the properties. We need to do more market research to determine where to go next. Secretary Dice said he believes there may be an opportunity to develop management agreements with smaller not-for-profit companies for whom property management is less appealing. He is exploring paying a finder's fee to a former private sector developer who might be interested in helping the MHA develop accounts.

RAD

Secretary Dice advised he is looking into a new state tax credit program to see if we can raise the capital needed to use in addition to 4% tax credits for the Holly Berry Court project.

IBS/MCC

Innovated Business Solutions added a third account. We now offer services to a law firm in Pennsylvania. We will now be developing marketing materials.

The Millville Community Center falls under the Holly City Development Corporation. Heather Santoro is working with the MCC board on development and getting more activities scheduled. She is also pursuing two or three other not-for-profit organizations to purchase management from us. We may need to partner with an accounting firm in order to do this.

NRTC

Heather Santoro submitted a project application for NRTC on November 12th. We applied for the full \$985,000 and decided to concentrate on the 4th Street area in Millville. Her application is for demolition in that area, as well as, street scape, lighting and camera's for the MCC. Companies have until December 31st to see if they want to buy the tax credits to fund our project. There will be a competitive bidding process for contractors to do this work. Commissioner Dale Finch has been very much a part of this and has been a lot of help. We are courting companies now to buy the tax credits. If the tax credits are not purchased by December 31st, it may be that this process will have to wait until later in 2014.

NEW HIRES

Betsy Loyle introduced Yolanda Martinez. She is our new Assistant Manager for Section 8. She will also be doing inspections for Section 8.

FINANCIAL UPDATE

Mitch Moore advised the MHA would have made \$44,000 more if our operating subsidies had been funded at 100%. Due to proration and the sequester, we lost \$295,000 in funding last year. The good news is that we made \$370,000 with our other accounts. To date, the sequester is not over. Mitch also advised that our normal expenses with the Section 8 program are \$122,000 per month. We were reimbursed \$98,000 – almost a \$25,000 shortfall. We were fronted money in December, but the set aside money is now gone. No one knows where we will be in January with Section 8.

Mitch Moore also advised the MHA will be audited in December or January.

*At 5:45 p.m. Commissioner Parent advised those present that Cory Booker will be coming to Millville next Monday at 11:00 am. He invited anyone to attend the visit at Millville City Hall, Commission Chambers.

The monthly payables were presented for approval at this time:

Resolution # 40 -2013

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Miller

Commissioner Miller abstained on Ck #10638

Roll Call: Unanimous

Resolution #41-2013 Approving the MHA to enter into a loan agreement with the HCFC

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #42-2013

Approving a Contract for Fee Accounting Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #43-2013

Approving a Contract for Auditing Services

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #44 -2013

Approving an Executive Session

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

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 5:45 p.m.

Commissioner Ring made the motion. Commissioner Miller seconded. Roll Call: Unanimous.

Paul F. Dice
Secretary/Treasurer

Date