

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
February 25, 2014

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, February 25, 2014 at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:02 p.m.

Chairman 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, Commissioner James Parent, Commissioner Dale Finch and Commissioner Kim Ayres. Vice Chairwoman Paula Ring was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Chairman Tomlin asked for a motion to approve the January 28, 2014 minutes. Commissioner Miller made the motion and Commissioner Parent seconded. Commissioner Finch abstained. All others present were in favor.

EXECUTIVE DIRECTOR REPORT

Combined, the MHA lines of business posted a negative net income of -\$30,643 for January 2014. On a cumulative fiscal year-to-date basis the MHA posted a positive net income of \$33,817. We continue to operate the MHA without have to deplete reserves. Secretary Dice advised that January was a three pay month. He is not particularly worried about this. February should be a more telling month. Since we are out of the sequester, there will be an increase in our operating funds. We will be establishing a "new normal" –which will not be the numbers we saw in 2012, but funding will be better.

The Family Center posted a negative net income of -\$2,011 for January 2014. On a cumulative fiscal year-to-date basis, the HCFC's negative net income figure is -\$6307. The Family Center was hit hard by the three pay month. Memberships are rising slowly and there is still about \$40,000 in reserve. Secretary Dice said he has noticed that some of the HCFC's competitors have begun to run what appear to be fire sale membership rates. Secretary Dice believes we must market the HCFC and differentiate it from the other Gyms. Commissioner Ayres asked if we have connected with any physical therapy people. Secretary Dice advised he had discussed this with Joe Derella (Nova Care) but the profit margin there is pretty slim. Commissioner Finch asked if we thought the parking situation at the HCFC hurt us. Everyone agreed parking is an issue. Chairman Tomlin pointed out that we are the only facility with a swimming pool. Secretary Dice said we need to re-tool the business model. We are definitely not talking about closing. He is working on a very structured and segmented marketing approach. Secretary

Dice advised the HCFC does offer corporate memberships and would like the board to help get this message out to their contacts.

Janet Reeves advised she is hoping to receive a \$5,000 donation from RENNOC. She does not receive any funding from the City of Millville. She receives \$35,000 per year from the school system for Kindergarten swim. The pool is very expensive to operate. She advised she sends out brochures to attract new members. We currently rent out the church for parties and went into a three night per week agreement to rent to Mr. Renyo's karate class while renovations are being done to his building on High Street. Commissioner Parent suggested we do a presentation at the Millville Chamber of Commerce meeting to market the Family Center. Secretary Dice advised he may bring Chuck Wyble in to help with a marketing plan.

Secretary Dice reminded those present of the Mardi Gras fundraiser for the HCFC on March 1, 2014.

#### DIRECTOR OF OPERATIONS

Betsy Loyle advised she is currently working on creating new ACOP's (Admission and Continued Occupancy Plans) for Wildwood, Salem and Millville. Earlier, we had a consultant help us with an outline. She advised this is a really important job that needed to be done. In this capacity, we must establish resident boards to work with us. It has been good for the tenants and good for the property managers. Tenants are seeing the property managers in a new light. We will let the Board review the ACOP when it is completed with an executive summary to point out the important changes.

With the exception of HBC and FER (94%-96%), all MHA properties are 98% - 100% occupied.

#### INNOVATIVE BUSINESS SOLUTIONS

Kevin Timm advised we recently signed another client to IBS. That brings us to a total of four clients. We have elected to focus all of IBS' operations on Information Technology Services. Kevin advised he hopes to be working with Chuck Wyble on marketing efforts. He also advised IBS will be listed in the next business and industry guide for Cumberland County. The year-to-date profit for IBS is \$1,010.00. Secretary Dice advised we have been working with a non-profit that may soon be up and running. There is a chance Kevin may be able to work for them. Commissioner Finch asked if we are looking to market this business to non-profits. If so, he suggested contacting the various churches. Secretary Dice asked the Board members to refer anyone they might think could use IT services.

#### NEIGHBORHOOD REVITALIZATION TAX CREDIT PROGRAM

Secretary Dice advised the DCA has told us we should have final approval for the Tax Credit program this month. So far, that has not happened. This program could be funded for up to 10 years – with the MHA receiving \$1 million per year if all of the planets line up for us! The MHA does have a corporate sponsor who is funding the entire tax credit for this year. However, we are not allowed to announce who that sponsor is until we get the State's go-ahead. For the demolition part of the plan, the MHA needs to get site control of the properties in center city that are targeted. Secretary Dice and Heather Santoro have met with the new city commissioners, David Ennis and Lynn Porreca-Compari. They seem to be on board with the project. Commissioner Ayres believes the NRTC outline is good; however, she believes there are misconceptions out there. Heather Santoro advised we can only apply for the 2015 funding if

we have spent 50% of the 2014 funding. That means we must have 50% of this year's funding spent by August 2014.

#### AUDIT

Our current AUDIT is wrapping up. Tony Polcari thinks the MHA will be a high performer. We had to transfer \$160,000 from Central Office to the properties to make sure the properties score correctly with HUD. Secretary Dice advised the MHA team did a great job managing through the sequester. Mr. Polcari made a point of telling us that many of his housing authority clients are in very bad shape.

The monthly payables were presented for approval at this time:

#### Resolution #10-2014

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller (Abstained on Check #10920)

Roll Call: Unanimous

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

Chairman Tomlin asked if there was any new business.

Arnold Robinson advised his firm has a new name – Robinson, Andujar & Robinson. Matt Robinson is now the Landlord/Tenant counsel for Wildwood, Salem and Millville.

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 6:03 pm to go into the HCDC meeting. Commissioner Parent made the motion and Commissioner Miller seconded.

#### Resolution #11-2014

Resolution Authorizing a Closed Executive Session

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous