

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
April 27, 2010

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, April 27, 2010 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:00 p.m.

The Chairman announced the Sunshine Law requirement had been met and the Daily Journal, Millville News, and Atlantic City Press newspapers were notified.

The meeting was called to order by Chairman Larry Miller, 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 Paula Ring, Commissioner Pam Kipers, Commissioner Brian Tomlin, Commissioner Juanita Aviles Childers, Commissioner James Parent, Commissioner Herb Kelley and Chairman Larry Miller. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

The Chairman welcomed back Commissioner Juanita Aviles Childers from maternity leave.

The Chairman announced the minutes from the March 23, 2010 meeting will be approved at the next meeting.

EXECUTIVE DIRECTOR'S REPORT:

All lines of MHA business improved without depleting any reserves during the month of March 2010. On a cumulative fiscal year to date basis (10/1/09 – 3/31/10), all lines posted a combined positive net income of \$150,295.

The HCFC posted a positive net income for both month and year to date. They have been able to operate without having to deplete their reserves. Janet Reeves reported the new Off-Site Program is gaining momentum. Currently, a part-time employee goes twice per week to RVW, RVE and Jaycee Plaza. There are 15 – 20 residents participating at RVE; 13-14 residents participating at Jaycee Plaza and 3 – 7 residents participating at RVW.

The Assisted Living Program posted a positive net income of \$2,511 for March 2010 and a positive \$701 for fiscal year to date. The ALP paid its March overhead charges. Paul Dice pointed out that next month will be tough with 3 payrolls in April. This will effect the cash flow situation not income.

Some of the residents at Maurice View Plaza have aged out. MVP is for disabled age 18-50.

Three residents will be transferring to Jaycee Plaza. That move will increase the residents in the ALP program and open up the waiting list for MVP. Our advertising effort for this waiting list is going to be much greater this time. We will be looking into a lottery system so people will not be forced to line up in the street to apply. A lottery system will give everyone a fair chance.

The program with the Food Bank of New Jersey is currently serving 133 residents and it's growing. Dorothy Conti reported the goal is to reach 200 people. The program is held every Third Tuesday. Jim Parent thanked everyone involved and praised the program. He thanked the members of the press for their recent press coverage.

Our application to FEMA for the second snowstorm in February has been submitted. We are able to apply for over \$10,000 in snow related expenses. We will receive 75% of this amount. Ivy does not think FEMA will allow submissions for the third snowstorm, but if they should decide to in the near future, we will submit.

Pastor Priscilla McCoy from the World Life Christian Center in Vineland will be bringing the USDA Summer Food Program back to Holly Berry Court this summer. It will run from June 28 – Aug. 27th. Denise Jones from In His Presence Church in Millville will be volunteering as the on-site coordinator of this program. She has agreed to distribute the breakfast and lunch and to provide two daily activities for the children ages 5 – 16. She will be bringing both college Education majors and youth from her church to serve as volunteers. The program will take place in unit #1179 at Holly Berry Court. This is a nice partnership between the MHA and local churches.

The monthly payables were presented for approval at this time.

Resolution # Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

Roll Call: Unanimous

Commissioner Ring reported on behalf of the Nominating Committee and presented the following slate of officers for June 2010 – May 2011: Larry Miller, Chairman; Juanita Aviles Childers, Vice Chairman; Paul F. Dice, Secretary.

Commissioner Parent made a motion to close the nominations at that time. Commissioner Kipers seconded. The motion was carried.

Commissioner Tomlin made a motion to approve the Slate of Officers presented by the Nominating Committee. Commissioner Kipers seconded. The motion was carried.

Resolution # Approving MHA Commissioners for June 1, 2010 – May 31, 2010

Roll Call Vote:

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

Resolution # Approving the Employment Contract of Paul Dice 5/12/10 to 5/11/11

Roll Call Vote:

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

Chairman Miller reported the Executive Director is going to use a job performance model of management by objectives and goals he wants to accomplish this year and that will be tied in with the objectives of staff. Periodic reports by the ED regarding these goals will be given to the Commissioners and will serve as part of the evaluation process this time next year for the ED.

Executive Director Dice thanked everyone and looks forward to serving another year. His objectives include continuing the stabilization of the ALP and the HCFC. On the housing side he wants to continue property based management. He stressed the importance of being able to talk about the per unit cost and knowing what we are being charged for and whether we are utilizing what we should. He wants to continue to take an aggressive stance with the lease enforcement. Finally, he suggested looking at a quarterly analysis of statistics in Cumberland County to see where the MHA should fit in.

Resolution # Approving a Landscaping Bid

Commissioner Tomlin advised the amount of the winning bid was not on the front of the contract. Mitch Moore will correct and add \$44,540 to the resolution. He advised all the bids were listed on the bid sheets behind the resolution.

Roll Call Vote:

Motion: Commissioner Parent
Second: Commissioner Aviles Childers
Roll Call: Unanimous

Resolution# Approving a Human Resource Service Bid

Roll Call Vote:

Motion: Commissioner Tomlin
Second: Commissioner Kelley
Roll Call: Unanimous

Old Business: None

New Business: None

Public Comments: None

There being no further business, Chairperson Miller adjourned the public meeting to go into the

HCDC meeting. Upon completing the HCDC meeting, the Commission will re-convene the MHA public meeting to then go into a closed MHA session.

Paul F. Dice
Secretary/Treasurer