

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
May 27, 2014

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, May 27, 2014 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, Commissioner James Parent, Commissioner Kim Ayres, Commissioner Dale Finch and Commissioner Paula Ring. 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 April 22, 2014 minutes. Commissioner Ring made the motion and Commissioner Ayres seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Combined, the MHA lines of business posted a positive net income of \$1,846 for the month of April 2014. On a cumulative fiscal year-to-date basis the MHA posted a positive net income of \$31,447. Secretary Dice advised our net income is improving, but we are still close to the wire. Going forward, Secretary Dice announced he is instituting a new purchase requisition system and he will be scrutinizing purchases in the hopes of cutting expenses. He expects the income to improve next month due to a drop in utilities and our pension payment going down. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$-2,398 for April 2014. On a cumulative fiscal year- to-date basis, the HCFC posted a positive net income of \$6,069.

OCCUPANCY

The Millville Housing Authority is maintaining a 98% occupancy rate.

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

Secretary Dice and Director of Operations, Betsy Loyle explained the changes made to the ACOP policy. All board members received a copy of the old and new ACOP. They explained that the board will need to vote on the new ACOP at the June meeting. Secretary Dice advised the board has the right to change certain policy provisions if they chose to do so. For example, whether or not they want to keep RVW, RVE, JCP, CVC and FER designated for “elderly” tenants. We are also proposing to maintain our preference for Working and Disabled families. The board was asked to review the ACOP during the month of June and to present questions or comments to Secretary Dice.

NEIGHBORHOOD REVITALIZATION TAX CREDIT PROGRAM

Secretary Dice reported we received our first advance from the State in the amount of \$197,000. We will start acquiring homes in the target area. Letters have been sent to owners of foreclosed or vacant properties. HCDC will start making offers and then tearing them down. Some of the properties have been appraised higher than we had thought they would be. John Randanello is doing the appraisals. We are negotiating with the city to determine who will knock down what and where.

Secretary Dice advised he wants to make sure the HCDC Board is still positive regarding further funding of the Arts and Innovative Center. Two buildings in the Arts and Innovative Center block need to be knocked down. If it is determined that the project is viable and the Board still supports it, we will proceed with the demolition of these buildings. Director Finch stated he would like the board to be informed when a house is slated for demolition. Secretary Dice also advised Jerry Velasquez, CCIA, will work with us regarding the tipping fees, as long as the majority of the City Commissioners agree.

Director Ayres said she believes someone from the City or Police Department should be sharing with us what their overall plan is since the HCDC is making this investment. Director Parent advised he met with Heather Santoro, Kevin Timm and Lieutenant Colon. Kevin went with Lieutenant Colon to see where the police department wants camera’s located.

Secretary Dice advised he will keep the board up to date with the best dollar numbers and when we want to sign contracts. Director Finch reminded Secretary Dice that we will need to provide proper cover on the properties – like grass and top soil- once we have knocked them down.

AWARD

Secretary Dice advised the MHA received an award from MARC-NAHRO for “Revenue Diversification Efforts”. He has heard that we will be receiving an Honorable Mention, nationally.

TAX CREDITS

Secretary Dice advised we will be applying for 4% low-income tax credits to the NJHMFA and to the Federal Home Loan Bank of New York for funding under its Affordable Housing Program to finance a portion of the cost of developing the Holly Berry Court project. In order to do so, we must lease Holly Berry Court to Holly Berry Renewal Associates, LLC. Holly Berry Renewal Associates will lease the real estate at 1153 Holly Berry Lane for \$1.00 per year for the term of the lease (60 years).

The monthly payables were presented for approval at this time.

Resolution # 16 -2014

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Commissioner Miller abstained on #11248

Roll Call: Unanimous

Resolution #17-2014

Authorizing the Executive Director to Lease Real Estate to Holly Berry Renewal Associates

Roll Call Vote:

Motion: Commissioner Finch

Second: Commissioner Parent

Roll Call: Unanimous

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

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Chairman Tomlin asked if there was any public comment.

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 6:07 p.m. in order to go into the HCDC meeting. Commissioner Miller made the motion. Commissioner Parent seconded. Roll Call: Unanimous.

Paul F. Dice

Date