

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
June 24, 2014

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, June 24, 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 and Commissioner Dale Finch. Commissioner Paula Ring and Commissioner Kim Ayres were 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 May 27, 2014 minutes. Commissioner Miller made the motion and Commissioner Parent seconded. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Secretary Dice advised the MHA had a positive net income in May of \$32,000. He said it appears we have finally made the turn. He does believe that most of the problems in the past few months were due to the extremely high winter utilities. Mitch Moore explained we are on rolling bases and once a three year average is done, HUD will push up our operating funds in order to pay us back for the high utilities.

The Holly City Family Center posted a negative net income of \$-2,000 for May 2014. Janet Reeves is confident that things will improve. Memberships decrease in the summer and the kindergarten swim is suspended for the summer months.

**OCCUPANCY and NEW HIRE**

The Millville Housing Authority is maintaining a 98% occupancy rate. Betsy Loyle introduced Tiffany Hickman, the new Assistant Property manager for Holly Berry Court, Maurice View Plaza and Scattered Sites.

## **ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

Secretary Dice and Director of Operations, Betsy Loyle discussed the new ACOP and ADMIN plan with the board members. They explained that the new plan is far more comprehensive than the old one. Nan McKay served as the consultant and provided the basic document format. This insured that we have a plan inclusive of all mandatory provisions required by pertinent statutes, regulations and rules. The content was tailored to our situation. The biggest changes are the inclusion of necessary provisions and clarification of current policies and procedures. We only made one change in the tenant population being serviced. The new plan clarifies that we have definitely suspended the Homeownership Program. Other than that, the local preferences and who we serve have not been altered. There is still a preference for working and disabled populations, RVW, RVE, JCP, FER and CVC will still be designated Senior and Near Elderly Disabled. The Assisted Living Program will still have a super preference.

The ACOP has a great layout and cites the government regulations. There is now a provision that provides for the automatic closing and opening of the waitlist. Additionally, there will be no background checks done until an applicant comes to the top of the waiting list. There are currently 28 vouchers for Section 8, but the new admin plan says we have the ability to lease up to 32 Project Based Vouchers at Oakview Gardens.

Betsy advised the ACOP and ADMIN plan have been available for the public, but no comments have been received to date.

### **New MHA Lease**

Arnold Robinson explained the changes in the new lease. To summarize, there is an addition to the lease dealing with appliances in the apartments. The Pet Policy has been revised and is included in the lease. Late Payments are now defined as three (3) late payments within a 12 month period could result in eviction, instead of four (4) late payments.

## **NEIGHBORHOOD REVITALIZATION TAX CREDIT PROGRAM**

Heather Santoro gave all board members a colored coded map of the NRTC project area. The focus is on 3<sup>rd</sup> Street between Oak and Vine. Landlords have been sent letters asking if they are willing to sell. There have been two landlords who have called. Arnold Robinson advised he is currently negotiating with the owner of the 3<sup>rd</sup> and Vine Street property. Heather further advised the MURC properties (Cumberland County College project) are slated for demo. There is an issue with one of the targeted properties. The State says it is considered a Historical Site. As far as the MURC properties, Sun National Bank and Romano Auto Parts Building, they received two quotes for demolition. One quote was from Perryman and the other from Gifford. Both were for approximately \$160,000 if the tipping fees are not waived.

A meeting was held this morning with the CCIA. We are being told that 300,000 tons is the City's quota to burn through. Secretary Dice would like to send a letter to the CCIA board and ask them to deal with us directly. All members present agreed.

Secretary Dice advised he spoke to the CCIA regarding the gap funding we will need for these projects and that we are looking for a line of credit. The CCIA said they will give us the money for a fee that would be less than in the private sector. They will waive tipping fees. Jerry Velasquez offered to do the demolition and will provide a quote. Secretary Dice further advised there is concrete in these properties to get rid of as well as other recyclables. CCIA may use this material for roads, etc. Secretary Dice advised that if the CCIA will not waive all the tipping fees, we will come back to the City and ask them to go back to the CCIA to push to obtain other allocations that have not been used.

The City Commissioners have agreed that they will demolish our Broad Street properties. We will demolish four of their properties. Heather is currently trying to get HUD's permission to demolish the Broad Street properties. The four City properties are: 224 Mulberry St., 418 Vine St., 516 Mulberry St. and 412 Mulberry Street. The cost totals \$41,000. Currently, the lawyers are going back and forth with the Shared Service Agreement for this action.

Kevin Timms advised Verizon is currently doing a survey on the poles in these area's and depending on the survey results, will tell us if they will allow us to install camera's on their poles.

The monthly payables were presented for approval at this time.

Resolution # 18 -2014

Approving the Payment of Bills

**Roll Call Vote:**

Motion: Commissioner Parent

Second: Commissioner Miller

Commissioner Miller abstained on #11352

Roll Call: Unanimous

Resolution #19-2014

Approving the "Low Income" 2015 FY Operating Budget

**Roll Call Vote:**

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #20-2014

Approving an Increase in the Flat Rents

**Roll Call Vote:**

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #21-2014                    Adopting a Completely Updated Housing Choice Voucher  
(HCV) Administrative Plan

**Roll Call Vote:**

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #22-2014                    Adopting a Completely Updated Admissions and Continued  
Occupancy Plan (ACOP)

**Roll Call Vote:**

Motion: Commissioner Finch

Second: Commissioner Miller

Roll Call: Unanimous

Resolution#23-2014                    Approving a New Tenant Lease

**Roll Call Vote:**

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #24-2014                    Approving a Contract for Upgrading and Installing  
DVR's at Various MHA Sites

**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. There was not.  
Chairman Tomlin asked if there was any public comment.

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 6:15 p.m. in order to go into the HCDC meeting. Commissioner Miller made the motion. Commissioner Parent seconded. Roll Call: Unanimous.

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Paul F. Dice

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Date