

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
September 23, 2014

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 23, 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.

Allison Corson, Director of Administration, proceeded to call the roll at this time. Present were: Chairman Brian Tomlin, Commissioner Larry Miller, Commissioner James Parent and Commissioner Paula Ring. Commissioner Finch and Commissioner 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 July 22, 2014 minutes. Commissioner Parent made the motion and Commissioner Miller seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Secretary Dice advised the MHA posted a negative net income for August of \$634.00. Year-to-date it has \$165,612 in positive net income. Even though we had a negative net income in August, the MHA is doing better than it did this time last year. Last August 2013 we posted a \$75,599 negative net income. August is a three pay month.

The Holly City Family Center posted \$16,059 in negative net income for the month of August. The three pay month and the flood loss are the largest factors contributing to the loss. Year-to-date the HCFC as \$1,227 in positive net income. Secretary Dice advised Planet Fitness is opening soon. He believes people will stay with us because of our saunas, locker rooms and pool. The renovation from flood damages is now complete.

OCCUPANCY

Betsy Loyle advised there are two vacancies at HBC. The other properties are at 98 – 100% filled. Ms. Loyle is currently working with the maintenance department to refine the operation.

LEASE ENFORCEMENT

John Mazzeo is working on ten new cases. There were problems at Ferguson Court with a tenant and prostitutes. Property Management recently had this tenant moved to RVW. He was seen on camera chocking a heroin addict on the 16th of September. A complaint was signed against him. He is also working on a Section 8 case where 452 bags of heroin were found in the house. At this point, he cannot prove the tenant knew about the heroin or was involved.

SALEM

Jessica Gonzalez has been working in Salem as well as Millville. She is defining new goals. Currently, the Section 8 waiting list is open in Salem and we are taking applications until September 26th. Heather Santoro is working on bringing various social service programs to the community rooms at Salem Housing Authority. Mitch Moore advised Salem has seen a rough patch with finances. They had to spend \$71,000.00 to have the underground electric cable repaired at Anderson Drive and they have a number of vacancies. Salem recently received a 62 PHAS score and are now considered "sub-standard". Executive Director Dice asked the Millville Board Members whether or not they would consider lending the SHA up to \$15,000 to complete much needed renovations. Solicitor Robinson advised a Promissory Note and a resolution would have to be made by the SHA Board. Mitch Moore advised we will do everything possible not to have to lend them the money. The MHA Board members present advised they would support lending the SHA money if Executive Director Dice shows them the complete financials.

DISPOSITION OF FOUR BROAD STREET PROPERTIES

Heather Santoro advised we have four properties on Broad Street that need to be demolished. We now have an agreement with the City to demolish them in return for the HCDC demolishing four others. We are currently seeking approval from HUD to proceed. An application has been made to HUD's Special Application Center. A board resolution is necessary for this process to begin. Secretary Dice advised there is a resolution in the board packet.

PROPOSED MOU with the CITY OF MILLVILLE to MANAGE CDBG PROGRAM

Secretary Dice advised the City of Millville currently outsources its CDBG work to a private firm. The contract the City has with this firm is about to expire. He would like to bid on this work. Heather Santoro had experience working with CDBG while employed by the City. The City is currently paying TRIAD \$15,000 per year and we will bid \$12,000. There is a proposed MOU in the board packet. If the resolution is passed, we will submit the bid.

RFP FOR LEASING ROOF TOP SPACE AT JAYCEE PLAZA

We advertised an RFP to lease roof top space at JCP. Verizon was the sole responder. We will be working with them to lease the space. The resolution is in the board packet. Basically, they have offered \$2,000 per month plus \$400.00 per month in utilities. The lease is for 20 years. Each year there will be a 3 ½ % increase. They have also offered a one-time capital contribution of \$20,000 to utilize the equipment left by Metro PCS.

RESOLUTION OF COMPLIANCE

Every year we have to certify to the NJ Department of Community Affairs that the board members are in compliance with required training coursed through Rutgers University. The Resolution is included in the packet.

MILLVILLE COMMUNITY CENTER

Secretary Dice advised the HCDC's Shared Services Agreement with the Millville Community Center expired last week. The HCDC submitted a renewal proposal to the MCC board, but it has not been executed. They are hesitant to do so until they are sure the Carley Foundation will continue funding them. Secretary Dice congratulated Heather Santoro and Ashley Seitz on doing a great job for the MCC over the summer.

NEW COMPANY – MILLVILLE NEIGHBORHOOD REVITALIZATION, LLC (MNR)

Secretary Dice advised a new company has been created in order to handle the ownership of the properties acquired through the Neighborhood Revitalization Tax Credit program. MNR, LLC will be the entity that owns the property we acquire through NRTC funding. Its board and officers will be the same as those for the MHA and HCDC. The sole reason for its existence is to keep the risks associated with NRTC real estate holdings separate from the HCDC and its assets. A resolution approving the creation of this company is in the board packet. Secretary Dice also advised a Memorandum of Understanding memorializing the relationship between MNR and the HCDC is needed. The HCDC will be deeding property purchased with NRTC funds to MNR for holding of the assets. He advised that we need to demonstrate to the DCA that the HCDC is not simply giving away property. The MOU will outline that MNR, LLC cannot sell, and transfer or any way dispose of the property without the express approval of the HCDC. Essentially, the MNR will be holding the assets in trust. The MOU and accompany resolution are included in the board packet.

NRTC – Year 1

Heather Santoro advised there is a resolution in the packets to authorize the HCDC to reimburse the Millville Urban Redevelopment Corporation for the demolition of the three buildings that will become the site of the Cumberland County College Arts and Innovation Center.

She advised we have an agreement to purchase 401 N. 3rd St for \$37,500. This building will be demolished. A resolution is in the board packet. Additionally, we will be purchasing an empty lot at 425 N. 3rd Street for \$28,000. This will occur when the seller demolishes the building. Furthermore, she advised we will be entering into another Memorandum of Understanding with the City to reimburse them for the demolition of seven (7) more properties. A resolution is included in the board packet.

Kevin Timm advised he advertised a bid package for security cameras in the area. He picked out the equipment and the specs. He will be reviewing this with the City.

NRTC – Year 2

Secretary Dice advised the DCA has announced it has opened the NRTC application process for 2015. We must make application by October 6, 2014. We are planning to use the entire second year proceeds to fill part of the gap in funding of Cumberland County College’s Arts and Innovation Center on High Street. Secretary Dice said he has every reason to believe that South Jersey Gas will purchase the tax credits and will continue to support us for some time.

REPORT FROM DIRECTOR OF OPERATIONS

Ms. Betsy Loyle advised there is a resolution in the packet to approve Fiscal Year 2014 tenant write-offs. She advised we have reduced tenant write-offs by 80% since last year. She said this was accomplished by implementing a strict collection policy, following through, and going after habituals. Ms. Loyle said she could not have accomplished this without the help from Solicitor Arnold Robinson and Solicitor Matt Robinson. They have all been concentrating on tenant behavior modification. A “habitual” policy was instituted because a judge often lets tenants stay if they come up with the rent money they have owed for over a month.

Ms. Loyle said she has not received notification of our REAC inspection in Millville. Currently, she is focusing on trying to make sure our heaters are prepared for the winter. She has ordered the servicing of the boilers and preventative maintenance on the PTech Units. There is a lot of work taking place at RVE and RVW – specifically, painting, cleaning and refinishing of flooring in the common areas. They both look cleaner and more inviting.

The following resolutions were presented for approval at this time:

Resolution #28-2014

Authorizing a Proposed Inventory Removal Action Application

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution # 29 -2014

Approving the Payment of Bills for August and Sept. 2014

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Commissioner Miller abstained on #11522; 11523; 11524

Roll Call: Unanimous

Resolution #30-2014

Approving the MHA's 2014 Fiscal Year Write-Off Amounts

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #31-2014

Adopting the 2014 Budget Resolution for the State of NJ Fiscal Year Oct. 2014 – Sept. 2015

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #32-2014

Approving a Lease for Cellular Communication Equipment of the Roof-top of Jaycee Plaza

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #33-2014

Resolution of Compliance for the MHA Board of Commissioners

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #34-2014

Approving a Shared Services Agreement between MHA and the City of Millville to Perform Professional Services in Connection with the CDBG Program and the HOME Investment Partnership Program

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

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.

A tenant at Ferguson Court complained that a street light is out and additionally the light at the sign to the complex by the street is not working.

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 5:58 p.m. in order to go into the HCDC meeting. Commissioner Parent made the motion. Commissioner Miller seconded. Roll Call: Unanimous.

Paul F. Dice

Date