

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
May 25, 2010

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, May 25, 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 Brian Tomlin, 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. Commissioner Juanita Aviles Childers and Commissioner Pam Kipers were absent.

The Chairman asked for a motion to approve the minutes from the March 23, 2010, April 27, 2010 and May 5, 2010 meetings. Commissioner Kelley made the motion to approve the minutes and Commissioner Tomlin seconded. All present were in favor.

EXECUTIVE DIRECTOR'S REPORT:

Combined, the MHA lines of business posted a negative net income of -\$29,232 for April 2010. On a cumulative fiscal year to date basis (10/1/09 to 4/30/10), all lines posted a combined positive net income of \$97,476. That represents a decrease in combined net income to date of \$52,819 when comparing this month to last.

The HCFC held its own this month, posting a positive net income of \$2,323 even though April was a three payroll month. In Section 8 they had a slight drop this month, but holding strong overall for year to date. ALP is down \$22,771 for the month and a negative \$22,070 for fiscal year to date. This makes the third month in this fiscal year that the ALP was unable to pay its overhead.

Secretary Dice announced that Tony Polcari from Polcari and Co. was present and here to talk about the Annual Audit Report MHA for FYE 9/30/09. He told the board to ask him directly how the MHA is proceeding. He also told the board that he would like to add one line item tonight – the issue of Law Enforcement and the possibility of contracting for services with the Millville Police Department. He explained that we continue to utilize the services of John Mazzeo for lease enforcement and John has been very successful at both Holly Berry Court and

the Scattered Sites. Contracting with the Millville Police may help meet their financial needs and provide coverage at our high rise sites. Secretary Dice announced he will be asking the board to consider this later in the meeting. Ivy Evans notified the board that we were just awarded a ROSS grant (Resident Opportunity and Self Sufficiency Service Coordinator's Program) from HUD for \$195,000 for three years. The money includes \$10,000 for Admin to administer the grant and \$6,000 for training. The rest is for salary and fringe for a coordinator. Ivy explained we haven't had a grant like this since 2006 and it will provide resources to our Holly Berry Court and Scattered sites tenants which will help them find employment. Tony Polcari advised this grant is highly competitive and by receiving the grant it says a lot about the MHA and the employees who put the grant together. The people at the sites will benefit from these social and job related services and will be more likely to get and maintain jobs-something that also affects the MHA bottom line by increasing rent revenue. Ivy thanked Barbara Pancari for helping her write the grant.

We continue to partner with the NJ Food Bank of New Jersey for our seniors and will be participating in the summer USDA food program for our Holly Berry Court school children. Paul announced the MHA made a contribution to help the First Assembly of God church in Millville with their food bank program. It was reported that they were bankrupt.

The monthly payables were presented for approval at this time.

Resolution #25-2010 Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Parent

Roll Call: Unanimous

Resolution # 26-2010 Approving the Annual MHA FYE 9/30/09 Audit Report

Roll Call Vote:

Motion: Commissioner Tomlin

Second: Commissioner Kelley

Before taking a vote to approve the FYE 9/30/09 audit, Commissioner Miller took this opportunity to ask Mr. Polcari if his firm believes we are on the right track. Mr. Polcari advised the board should look on the balance sheet to see the unrestricted net assets. This figure measures the net equity of the housing authority. The amount we have available in net assets is devoted to the ongoing operation of the MHA. To measure the change in net assets from year to year is a good indicator of whether our financial position is improving or deteriorating. Our unrestricted net assets in Sept. 2008 were \$1,246,392. In September 09 they were \$1,519,485. This is an 18.5% increase. The MHA has built its reserves and could sustain itself for 3 months. We are above the 20% that HUD looks for. The most important thing the MHA is doing is to try

to streamline operations and get away from non-traditional housing and concentrate on the core of what we do. The other thing he wants us to realize is that his accounting firm follows the generally accepted government standards. They must look at internal control structures. In the public housing and voucher program they test specific transactions and see whether they meet HUD requirements. For example: is the tenant waiting list being operated properly and are we charging and computing rent correctly? Are disbursements made in proper bidding procedure? They select transactions from each program, receipts, billings, and payroll and verify a control system exists and meets HUD requirements. There were no findings of material weaknesses. The firm looked at 80 tenant files and there were only a couple instances when things could have been done better. Deficiencies from the last audit had been corrected. Some documentation from the Housing Choice Voucher program in 2008 was not done properly but this was not the case in 2009. Mr. Polcari explained that in terms of internal control, how things are done comes from the Executive Director and the culture of the organization. If Senior Management cares about how things are done, it filters down and the staff gets it. Commissioner Parent responded by saying this is all very good news and he believes that from the top down, folks are making things happen at the MHA. Mr. Polcari also stated the talk in Washington is that the 2008 subsidies may be frozen within the next three years. It is good to get on the right track now because the MHA may have to seek other sources of revenue.

Roll Call to Approve Resolution #26-2010: Unanimous

Chairman Miller asked if there was any old business or any new business. There was no old or new business. He then opened the public comment session of the meeting.

Naomi Ruiz the resident council chairman from MVP advised she has no funds. She has reported the problem to Robin and Jane and has eliminated all the MVP activities because of lack of funds. She is asking the board for advice. Naomi has purchased items for Bingo prizes with her own money and was told it would not be refunded. She wants a portion of it returned to her – or to give her a budget. Secretary Dice announced the board appreciates her efforts. He asked Mitch Moore how the replenishment fund works. Mr. Moore stated the money comes into the MVP account from laundry machines. This usually happens on a quarterly basis. They should have a bank account with the funds in it. Naomi also advised she wants to advertise on channel 2 for the renting of the MVP community hall. Commissioner Kelley advised the residents have to have so many council members in order to receive laundry funds. Are the funds being mismanaged? Commissioner Miller advised Naomi should talk to Ivy Evans so that she knows what the budget is and the approximate amount of funds she should be receiving on a quarterly basis. He recommended we make sure everyone is on the same page before going forward.

Jeff Donnelly, a resident of MVP who is 53 years old, wants to know when he is moving. Paul stated right now all the moves are on hold. There is some litigation surrounding moves and we won't do anything until those issues have been addressed.

Irene Whilden of RVW explained she moved into RVW during the month of November and her recertification was changed to July. Marie Farina expressed the same concern that she moved in during the month of September and is now recertified in May. Both residents say they are being

charged at a new rate before their yearly lease is up. Both women claim they should get rent money back. Secretary Dice advised Ivy will investigate and if a mistake was made, both women would be refunded. The residents also complained that the elevators in RVW are filthy and that the ventilation in the 7th floor hallway is bad and that there is a horrible smell. Secretary Dice realizes that some of this is due to residents who are not maintaining their apartments and that they are hoping to seek legal action. Solicitor Robinson asked the residents present if they would be willing to testify in court as to the specific problems. He stated most of the residents back down when it comes to going to court and it is very difficult to build a case without them.

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.

An open session of the regular MHA meeting reconvened at 6:36 p.m. Secretary Dice proceeded to call the roll at this time. Present were: Commissioner Ring, Commissioner Tomlin, Commissioner Parent, Commissioner Kelley and Chairman Larry Miller. Also present was Solicitor Arnold Robinson. Commissioner Aviles-Childers and Commissioner Pam Kipers were absent.

Secretary Dice and Solicitor Robinson asked for a recommendation from the board to negotiate with the Millville Police Department a sum of up to \$25,000 per year to provide services to the Millville Housing Authority. Commissioner Parent made a motion to enter into negotiations. Commissioner Tomlin seconded. Roll Call: Unanimous.

Commissioner Parent advised that Secretary Dice should inform Mayor Shannon and the other City Commissioners before entering into negotiations.

There being no further business, Chairman Miller asked for a motion to adjourn the public meeting at 6:45 p.m. Commissioner Kelley made the motion to adjourn. Commissioner Parent seconded.

Paul F. Dice
Secretary/Treasurer

