

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
August 25, 2015

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, August 25, 2015 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.

Paul Dice, Executive Director, proceeded to call the roll at this time. Present were: Chairman Brian Tomlin, Commissioner James Parent, Commissioner Paula Ring, Commissioner Kim Ayres and Commissioner Dale Finch. Commissioner Larry Miller was 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 June 23, 2015 minutes. Commissioner Parent made the motion and Commissioner Ayres seconded. Commissioner Ring abstained. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

**FINANCIALS**

Secretary Dice advised the MHA posted a positive net income of \$9,806.00 in July 2015. Our year-to-date net income is a positive \$61,295.00. First time in a three pay month that we had positive net income in a month!

**OCCUPANCY REPORT**

Betsy Loyle advised CVC is 96% occupied, Scattered Sites are 95% occupied and Maurice View Plaza is currently 93% occupied. All other sites are above 97%.

## **Assisted Living Program Lease and Operating Agreement Renewal**

Executive Dice advised it is time to renew the lease and operating agreement we have with Caring, Inc. They currently pay us rent for the space in JCP and RVW. Additionally, they pay us \$35.00 per head per person/per month for those in the program. The new operating agreement will automatically increase by 7.01% given that the Medicaid reimbursement rate increased by 7.01% in late 2014. Rent will go up 5%.

## **Additional Sources of Revenue**

Other revenue we are hoping for soon is to bring Verizon onto JCP roof. HUD has not yet approved the application.

The four properties we own on Broad Street have still not been approved for demolition by HUD. Our application went in almost a year ago. They do not give us a reason. Paul needs HUD Newark to intervene. It is HUD property and therefore they must approve. These are the properties that are listed on the original MOU with the City to demolish.

## **NEW EMPLOYEES**

Betsy Loyle advised the MHA has four new employees. We have two new Maintenance Technicians and have received very positive feedback about the entire department from the tenants since their arrival! This has never happened before! The new Techs are Andre Roslatov and John Mason. Additionally, Betsy introduced Margie Miller –the new Assistant Property Manager who came to us from Bridgeton Commons. She also introduced Ivelisse Torres who took over the Waitlist manager position and has done a great job auditing this list. Great Workers!

## **BUDGET**

Mitch Moore advised there is a resolution in the packet to adopt the State Budget that was approved a while back.

## **INFORMATION TECHNOLOGY**

Kevin Timm advised everything is up and running! The MHA does not yet have a contract with the Millville Rescue Squad. He stated there is a hang up with their current software system that would need to be replaced. Date pushed back now from 9/1/2015. We will continue to work to secure this account.

## **LEASE ENFORCEMENT**

Steve DeSario advised it has been a busy summer. He believes it has been a successful couple of months. Three people were locked out this month. Another will be locked out in the next three or four days. Steven would like to put some new doors in a few of the buildings. He believes lease enforcement is moving along at a good pace.

The following resolutions were presented for approval at this time:

**Resolution #23-2015** Approving the Payment of the Bills for July 2015

**Roll Call Vote:**

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

**Resolution #24-2015** Approving the Payment of Bills for August 2015

**Roll Call Vote:**

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

**Resolution #25-2015** Adopting the State Budget for FYE Oct. 1, 2015 – Sept. 30, 2016

**Roll Call Vote:**

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

**Resolution #26-2015** Authorizing a Cost of Living Pay Adjustment for the MHA

**Roll Call Vote:**

**Motion: Commissioner Ayres**  
**Second: Commissioner Parent**  
**Roll Call: Unanimous**

Resolution #21-2015 Approving an Agreement Amendment for the Assisted Living Program Services between MHA and Caring, Inc.

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Finch

Roll Call: Unanimous

Resolution #22-2015 Approving a Commercial Lease for Property Located in JCP and RVW

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Parent

Roll Call: Unanimous

At 5:32 p.m. Chairman Tomlin called for a recess of the MHA board meeting to go into the Holly City Development Corporation meeting.

At 5:55 p.m. the MHA Public Meeting was back in session. Chairman Tomlin advised the board would be going into Closed Session.

Resolution #27-2015 Approving a Closed Executive Session

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Roll Cal: Unanimous

At 6:09 p.m. the MHA public meeting was back in session. Chairman Tomlin advised there was a resolution to approve.

Resolution #28-2015 Approving an Employment Agreement Amendment between the MHA and Paul F. Dice

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

Roll Call: Unanimous

Chairman Tomlin asked if there was any old business. There was no old business.  
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Chairman Tomlin asked if there was any public comment. There was no public comment.

At 6:15 p.m. Chairman Tomlin asked for a motion to adjourn the MHA meeting. Commissioner Finch made the motion and Commissioner Ayres seconded. All were in favor.

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Paul F. Dice

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Date