

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
October 27, 2015

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, October 27, 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.

Allison Corson, Director of Administration, 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 who arrived at 5:07 p.m.. Commissioner Larry Miller was absent. Also present were MHA Solicitor Matthew Robinson, MHA staff, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the September 22, 2015 minutes. Commissioner Ring made the motion and Commissioner Parent seconded. Commissioner Ayres abstained. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

**FINANCIALS**

Secretary Dice advised the MHA posted a negative net income of \$1,503 in September 2015. Our year-to-date net income is a positive \$132,862. We continue to operate the MHA without having to access reserves. Secretary Dice said the main reason for the negative net income in September was that multiple invoices for landscaping and trash removal came in all at one time –they should have been paid monthly.

## **OCCUPANCY REPORT**

Betsy Loyle advised RVE is currently 94% occupied. JCP is 93% occupied. All other properties are above 97% occupied. Polly Swink, Senior Property Manager, said that a number of residents have passed away or moved in with family. She said she has not seen this many vacancies in these properties in many years. There are tenants to fill these vacancies, however, it will take time to process applicants and rehabilitate the apartments. Betsy Loyle said we may need to bring in some outside contractors to help turn vacant apartments because we suddenly have so many.

## **LEASE ENFORCEMENT**

Steven DeSario advised two tenants that had been “ceased” have volunteered to leave our buildings. He said that we keep pressuring residents who are in violation of our policies, by serving them with “cease” notices.

## **GENERAL COUNSEL/LANDLORD TENANT RFQ**

Solicitor Matt Robinson said that he and Arnold Robinson were happy to be coming back to represent the MHA.

Commissioner Finch asked if the contracts we have with both Salem and Wildwood Housing Authority might be affected depending on the outcome of the elections on Tuesday, Nov. 3, 2015. Secretary Dice advised that we have a 30 day cancellation clause in the contracts and both agencies can terminate our services at any time.

Secretary Dice advised Wildwood Housing Authority will find out on November 2<sup>nd</sup> whether or not they were awarded the 9% tax credits.

The following resolutions were presented for approval at this time:

Resolution #36-2015      Approving the Payment of Bills for October 2015

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #37-2015      Approving a Contract for General Legal Services

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #38-2015 Approving a Contract for Tenant/Landlord Legal Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Finch

Roll Call: Unanimous

Resolution #39-2015 Approving a Contract for Architectural Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ayres

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 5:55 p.m. Chairman Tomlin advised the board needed to meet in Closed Session.

Resolution #40-2015 Approving a Closed Executive Session

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Finch

Roll Call: Unanimous

At 6:30 p.m. Chairman Tomlin advised the MHA meeting was back in session. At that time he asked for a motion to adjourn the public meeting. Commissioner Parent made the motion and Commissioner Finch seconded. All present were in favor.

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Paul F. Dice

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Date