

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
August 24, 2010

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, August 24, 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 Brian Tomlin, Commissioner James Parent, Commissioner Herb Kelley, Commissioner Paula Ring; Commissioner Pam Kipers and Chairman Larry Miller. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press. Commissioner Juanita-Aviles Childers was absent.

The Chairman asked for a motion to approve the minutes from the June 22, 2010 meeting. 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 positive net income of \$76,429 for July 2010. On a cumulative fiscal year to date basis (10/1/09 to 8/31/10), all lines posted a combined positive net income of \$131,599. However, it is important to note that while the MHA's net income is positive for the month and year to date, \$69,000 of the income was generated from a non-recurring source – the sale of 904 and 906 High Street properties. We continue to operate the MHA without having to deplete reserves.

The HCFC posted a positive net income of \$4,605 for July 2010 and a positive \$90,886 for cumulative fiscal year to date. The Assisted Living Program broke even for July 2010. It maintains a negative net income of -\$24,217 for fiscal year to date. The ALP was able to pay 69% of its July 2010 overhead expenses.

In terms of MHA overall, when we do a turn around in the housing section we're taking time to invest in that unit. We have been redoing floors and kitchens. Because of this, it is taking longer to turn units around- but it's paying off. At Holly Berry Court we have a preference for working families. That means there is a need for us to compete. Secretary Dice invited the Board to come down and see us at HBC. There is a huge difference with residents showing pride in their

residences. There is a much different situation from last year. Success comes with a price and we're financing as we go. Lease enforcement has been relentless. Our occupancy is now increasing even though some have been displaced by lease enforcement or aging out. Interruption of revenue is to be expected. By October we expect to be back at full occupancy. HUD has cut back funding from the Operating Subsidy where they froze our 2004 rent level. We must now account for higher rents (rebenchmarking) which means our subsidy is lower because we were more efficient! HUD is forcing housing authorities to act as private sector PHA's. They will weed out inefficient housing authorities. Secretary Dice believes they will even weed out inefficient AMPS within Housing Authorities. We are all trying to figure out how to increase revenues. This is not a phase. It is here to stay. Secretary Dice believes we will close out the year in the black, but we will not close out as flush as in years gone by. The Holly City Family Center is trending towards a positive profitable year end.

The Holly City Development Corporation is the parent of Holly City Family Center. Because we want to reduce expenses and increase revenue, Secretary Dice is proposing we create a trading name under HCDC called Holly City Property Management (HCPM). This company will offer property management services to third parties and the MHA. He proposes to start by offering Janitorial services this year and next year the possibility of adding Landscaping services. He advised we need a company we can take on the road. We have experience outside of MHA now and must look to the future. Money brought in for HCDC is non-federal funds. Because the HCDC has an audit trail and financial track record, there is more of a chance of being able to be competitive in that market.

Security Grant

We responded recently to a notice of funding availability from HUD for a \$250,000 grant. This grant will allow us to upgrade our camera system, fencing, lighting, and detective salaries should we receive it. We will not know whether we will be awarded the grant for another 60 days or so.

Operational Up-grades

We are now distributing work orders to staff electronically. Property Managers prepare the orders on their desk or lap top computers and then distribute them to maintenance staffs who receive them via Blackberries. The BlackBerry hand held units are also telephones. This paperless system interfaces with our YARDI property management program. It will reduce work order distribution time and allow for greater oversight and analysis of work orders.

We have also gone to a paperless system for unit inspections. Staff now utilizes net book computers in the field. Data is sent to YARDI via wireless connections.

Children's Program at Holly Berry

Our summer program for the children at HBC was a success. Through partnerships and grants, we were able to offer a full day program for the children during the week. We have been averaging 12 to 15 children per day. The summer program will draw to a close on Friday, August 27th. The fall children's program will start soon after school begins. Chairman Miller suggested we give the volunteers who helped in the program certificates, or some token of appreciation.

Lease enforcement

Secretary Dice reported we are continuing a number of Notices to Cease. These are notices sent to tenants who are engaging in something that is not copacetic. The tenant is given a certain amount of time to stop this behavior. If they don't, they will receive a Notice to Quit.

Health Care Changes

It is now the law that all employees who receive Health Benefits must contribute 1.5% of their salaries to MHA to offset the cost of these benefits. It does not include union employees at this time – but they will be included at the beginning of the next contract period.

The monthly payables were presented for approval at this time.

Resolution #42-2010

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Ring

Roll Call: Unanimous

Resolution # 41-2010

Approving the Resignation of Juanita Aviles-Childers
From the MHA Board of Commissioners

Roll Call Vote:

Motion: Commissioner Tomlin

Second: Commissioner Ring

Roll Call: 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.

There being no public comment, 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 go into a closed MHA session.

There being no further business, Chairman Miller asked for a motion to adjourn the public meeting at 5:45 p.m. Commissioner Kelley made the motion to adjourn. Commissioner Parent seconded.

Paul F. Dice
Secretary/Treasurer

