

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
July 5, 2016

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, July 5, 2016 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 Brian 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: Commissioner James Parent, Commissioner Larry Miller, Commissioner Kim Ayres, Commissioner Paula Ring and Chairman Brian Tomlin. Commissioner Dale Finch was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Chairman Brian Tomlin asked for a motion of approval for the May 24, 2016 minutes. Commissioner Parent made the motion to approve the minutes and Commissioner Miller seconded. All others present were in favor.

FINANCIALS

For May 2016, the MHA posted a positive net income of \$44,028. Our year-to-date net income is a positive \$125,955. We continue to operate the MHA without having to access reserves.

OCCUPANCY

Secretary Dice advised all of our units are filled above 98% except for Jaycee Plaza which is now at 97%.

MHA PURCHASE OF NEW HOLLY CITY FAMILY CENTER AEROBICS ROOM and Empty Lot FROM HCDC

Secretary Dice advised he would like to purchase lots from the HCDC that are Block 366, Lots 8 & 9 in an amount not to exceed \$135,237. This space is not utilized by HCDC.

Chairman Tomlin advised there were resolutions to approve:

Resolution #15-2016 Approving the Payment of Bills for June 2016

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Abstain: Commissioner Miller abstained on check#3591

Roll Call: Unanimous

Resolution #16-2016 Resolution Approving the State Budget FYE 10/1/2016-09/30/2017

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #17-2016 Renewing Membership in the NJ Public Housing Authority Joint Insurance Fund

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #18-2016 Authorizing the Purchase of Block 366, lot 9 and the Vacant Portion of Block 366, Lot 8 from HCDC in the Amount Equal to the Outstanding Debt Service Which Shall Not Exceed \$135,500.

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #19-2016 Authorizing the ED to Negotiate an Agreement between MHA and HCDC for Financial Services

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

- Secretary Dice advised the MHA is willing to have this agreement be either a fee-for-service or an in-kind agreement with the HCDC. Commissioner Ayres advised she thought we should agree to an in-kind agreement until perhaps the end of the year until we know more about HCDC's financial situation.

Resolution #20-2016 Authorizing the ED to Negotiate an Agreement between MHA and HCDC for Information Technology Services

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Ayres

Roll Call: Unanimous

- Secretary Dice advised this agreement can also be either a fee-for-service or an in-kind agreement with the HCDC.

Resolution #21-2016 Authorizing the Negotiation of a Lease Agreement between the MHA and the HCDC for Office Space at Jaycee Plaza, 122 E. Main St., Millville, NJ 08332

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #22-2016 Authorizing the Incorporation of the Company Name Holly City Family Center as a Wholly Owned Subsidiary of the MHA

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Miller

Roll Call: Unanimous

- Secretary Dice said the HCFC is a 501 (c) (3) and is a trade name being used by the Holly City Development Corporation. We are voting to form a new "wholly owned subsidiary of the MHA". All current MHA Board of Commissioners are now on the Holly City Family Center Board.

Resolution #23-2016 Approving an Employment Agreement between the MHA and its Executive Director

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #24-2016 Authorizing a Cost of Living Pay Adjustment

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #25-2016 Approving a Shared Services Agreement with the City of Millville
Police Department

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Miller

Roll Call: Unanimous

- A discussion was held regarding whether or not there should be a limit or “amount not to exceed” with this agreement. Solicitor Robinson advised not to put this in the agreement with the City. Secretary Dice should report to the board on a monthly basis what we have spent. If we exceed \$50,000 the board must decide if there should be an adjustment.

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 5:17 pm Chairman Tomlin asked for a motion to adjourn the public meeting to go into the HCDC meeting. Commissioner Parent made the motion and Commissioner Ring seconded. All present were in favor.

At 5:30 pm Chairman Tomlin announced the MHA was back in session and asked for a Closed Executive Session.

Resolution #26-2016 Approving a Closed Executive Session

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

At 5:44 pm Chairman Tomlin announced we were back in open session. He asked for a motion to adjourn the meeting. Commissioner Miller made the motion and Commissioner Parent seconded. All present were in favor.

Paul Dice
Secretary

Date