

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
December 13, 2016

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, December 13, 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 and Chairman Brian Tomlin. Commissioner Finch arrived at 5:10 p.m. Commissioner Ring 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 September 27, 2016 minutes. Commissioner Miller made the motion to approve the minutes and Commissioner Parent seconded. All others present were in favor.

Chairman Tomlin announced that two of the Commissioners had to leave to attend another meeting before 6:00 p.m. so he advised we should approve the following resolutions:

Resolution #36-2016      Approving the Payment of Bills for October, November and December 2016

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Abstain: Commissioner Miller abstained on check#13961

Roll Call: Unanimous

Resolution #37-2016      Resolution Approving a Contract for General Legal Services

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ayres

Roll Call: Unanimous

- Resolution #38-2016 Resolution Approving a Contract for Landlord/Tenant Legal Services  
Roll Call Vote:  
Motion: Commissioner Miller  
Second: Commissioner Ayres  
Roll Call: Unanimous
- Resolution #39-2016 Resolution Approving a Contract for Architectural Services  
Roll Call Vote:  
Motion: Commissioner Parent  
Second: Commissioner Ayres  
Roll Call: Unanimous
- Resolution #40-2016 Resolution Authorizing the E.D. to enter a Three-Year Lease to Purchase Two 2017 Ford Transit Connect Van's  
Roll Call Vote:  
Motion: Commissioner Miller  
Second: Commissioner Parent  
Roll Call: Unanimous
- Resolution #41-2016 Resolution Approving a Resolution Supporting S-2663 and A-4234  
Roll Call Vote:  
Motion: Commissioner Miller  
Second: Commissioner Parent  
Roll Call: Unanimous
- Resolution #42-2016 Resolution Appointing a Fund Commissioner for the N.J. Public Housing Authority Joint Insurance Fund  
Roll Call Vote:  
Motion: Commissioner Parent  
Second: Commissioner Miller  
Roll Call: Unanimous
- Resolution #43-2016 Resolution Approving a Contract for Auditing Services  
Roll Call Vote:  
Motion: Commissioner Miller  
Second: Commissioner Parent  
Roll Call: Unanimous

Resolution #44-2016

Resolution Approving a Contract for Trash Hauling Services

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #45-2016

Resolution Authorizing a Contract for E.D. and Management Services with the Salem Housing Authority

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #46-2016

Resolution Authorizing a Contract for E.D. and Management Services with the Wildwood Housing Authority

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

At 5:15 p.m. Chairman Tomlin advised we were adjourning to go into the Holly City Family Center meeting.

At 5:16 p.m. Chairman Tomlin advised the MHA Board of Commissioners meeting was back in session.

**FINANCIALS**

For October 2016, the MHA posted a negative monthly net income of \$36,407.00. Our year-to-date net income is the same since October is the first month of the 2017 fiscal year. We continue to operate the MHA without having to access reserves. Secretary Dice advised income was down slightly due to reduced rental and excess utility. He explained that our tenants on SSI receive less than the older tenants who receive Social Security. We currently have an increasing younger tenant base who receive SSI. We have also had much higher than normal vacancies. Betsy Loyle advised there was a lower rental collection of \$10,000 that can be attributed to a significant number of zero income tenants. She stated we have started chasing these tenants.

Secretary Dice also advised we had higher than normal expenses in the month of October. We had a \$3500 legal settlement with a tenant and electric rose sharply in October.

Solicitor Robinson advised he got the Prosecutor to indict a tenant who did not report income and caused the MHA to lose \$17,000 in rent.

### **Physical Needs of Our Buildings**

Secretary Dice advised a contracted company called AEI has been completing a physical needs assessment of our properties. We do not have numbers yet for Riverview West. He presented the commissioners with a breakdown of each property including both estimated short and long term needs. The total dollar amount for both short and long term needs at the six properties is an estimated \$19,301,297.00

### **OCCUPANCY**

Secretary Dice advised our vacancies are much higher than normal. There have been several move outs and deaths of natural causes. Our staff members are working very hard to fill these units.

### **SALE OF 909 LEONARD DRIVE**

We have been leasing 909 Leonard Drive for at least the last decade to the Great Canaan Church. A deal fell through in 2013 for them to purchase the building because they could not obtain financing. Secretary Dice advised he was recently contacted by the pastor of the church who believes they are in a better position now to buy. Secretary Dice had the property appraised. It was appraised at \$145,000. He has offered to sell it to the church for \$150,000.

Commissioner Ayres made a motion to enter into a contract on behalf of the MHA to sell 909 Leonard drive for \$150,000. Commissioner Miller seconded. All present were in favor. A resolution will be created reflecting the decision of the Commissioners.

### **INFORMATION TECHNOLOGY**

Kevin Timm advised he has recently upgraded the security cameras at Wildwood Housing Authority. The cameras are night digital with mega pixel quality. Secretary Dice said the cameras are working tremendously at Wildwood. The Wildwood Police can now download video from their location. Kevin advised it would cost approximately \$88,000 to upgrade all of our Millville security cameras. He has given Secretary Dice a breakdown of cost per property to purchase new cameras.

At 5:39 p.m. Chairman Tomlin asked if there was any new business. There was not. Chairman Tomlin asked if there was any old business to discuss. There was not. Chairman Tomlin asked if there was any public comment. There was none. At this time, he advised there was a need to go into Closed Executive Session.

Resolution #47-2016

Approving a Closed Executive Session

Roll Call Vote:

Motion: Commissioner Finch

Second: Commissioner Parent

Roll Call: Unanimous

At 5:45 p.m. Chairman Tomlin advised we were back in open session. He asked for a motion to adjourn the MHA meeting. Commissioner Miller made the motion and Commissioner Ayres seconded. All present were in favor.

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Paul Dice  
Secretary

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Date