

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
September 28, 2010

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 28, 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, properly posted and advertised.

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.

The Chairman asked for a motion to approve the minutes from the August 24, 2010 meeting. Commissioner Ring made the motion to approve the minutes and Commissioner Tomlin seconded. All present were in favor.

**EXECUTIVE DIRECTOR'S REPORT:**

Arnold Robinson announced a new attorney is working in his office and introduced his son, Matthew Robinson.

Combined, the MHA lines of business posted a modest, yet positive net income of \$6,255 for August 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 \$137,538. We continue to operate the MHA without having to deplete reserves.

The HCFC posted a positive net income of \$2,393 for August 2010 and a positive \$90,886 for cumulative fiscal year to date. The Assisted Living Program broke even in August 2010. It maintains a negative net income of -\$24,217 for fiscal year to date. The ALP did pay \$2500 in its monthly overhead expenses. Operations are, however, showing signs of marked improvement overall.

Secretary Dice reported that the fiscal year ends at the end of September and we are headed for a positive net income for MHA as a whole and the HCFC and HCDC as a whole. It is not where we want it to be but it's a positive note.

## **BUILDING INSPECTIONS**

The Millville Housing Authority had a very active last two weeks in terms of building inspections. Ivy reported we had both HUD and City inspections in the same week. She thanked the staff for really stepping up to the plate – both managers and maintenance did a great job. The city acknowledged in writing that we had improved at HBC (a marked improvement in one year). Last year, 50% of our residences at HBC failed inspection. This year only 4% or 2 apartments were failed. This was because of tenant damage. The city was impressed with the look at HBC. HUD inspections seemed to go really well. There was only one safety finding – a minor incident regarding an air conditioner that was blocking the only exit in the room. There were no major findings. Ivy is very pleased with the inspections this year. Paul acknowledged the staff that went over and above the call of duty to make these inspections go so well.

Dorothy Conti and Paul Dice attended an Office on Aging presentation this week – a forum to showcase all the services offered by the Office on Aging. Paul thanked Bobbi Joy Chard for adding 4 new clients to the ALP program this past month. The numbers are going up and we're really happy about that.

## **Weatherization**

Secretary Dice explained the weatherization initiative has been a project in the works over at RVW and there has been a fair amount of work completed. This is federal money. There are no matching funds. The funds come into the DCA and they divvy it up to community action programs throughout the State of NJ, who then contract with various contractors. Up until March of this year we weren't in the running for this money, but multi-family units suddenly became eligible. The DCA worked with us and contracted with the Nanticoke Lenape Tribal Enterprise LLC who has provided us with about \$90,000 in labor and materials at RVW. To date, they have replaced 58 inefficient refrigerators with energy star related units. That's about \$44,000 in refrigerators! The NLTE also ceiled the cold air duct system on the roof of RVW to maintain temperature. They sealed air leaks in the common areas above ceiling tiles and around windows and doors. Additionally, they installed water saving sink aerators and low flow shower wands in each apartment and sealed windows and doors in each apartment where needed. The NLTE will begin work on our scattered sites and Cedarview Court and then move on to the rest of our facilities. Paul introduced Mr. Mark Gould, the manager of the NLTE who explained the process he goes through to determine the energy efficiency of each of our apartments.

## **Holly City Family Center**

Following a competitive bid process, we are prepared to start work for repair and up-grade to the men's and women's locker and sauna rooms on the first floor of the Family Center. Drains do not work properly and this will completely take care of the problem. Dice said he thinks it is important to show the members we care about providing a full-service facility. The proposed resolution is to award a \$48,370 construction contract to Parrish Construction for this project.

The summer child watch program was very successful (20-30) children were there every week.

This line of business is continuously reinventing itself. They are still doing the aerobics for seniors at MHA properties.

The Millville Board of Education will fund the Kindergarten Learn-to-Swim Program this year. It represents \$25,000 in annual revenue to the Family Center.

The HCFC annual fund raising event was last week and was successful.

### **Holly City Property Management**

The new company is now operational and providing janitorial services to RVE, RVW and JCP.

### **Lease Enforcement**

To date Capt. Mazzeo has signed 15 or 16 complaints as authorized by the City of Millville Courts. Signs about Loitering have been posted at HBC. We have signed an agreement with the Millville Police Dept. to patrol RVE, RVW and Jaycee Plaza between the hours of 8:00 pm and 6:00 am. He is currently working with the US Marshalls to share information. There is a theft by deception case in front of the courts right now about one of our tenants who lied about her family size in order to get a larger apartment and a deduction from rent for children she was claiming but did not have. MHA is the first authority to actually pursue this type of case. Secretary Dice said our managers are initiating action. We are working together as a team and will not tolerate these violations anymore.

Secretary Dice announced that he and Mitch Moore would be attending a program by the Cumberland County Improvement Authority on September 29<sup>th</sup> regarding a renewable energy initiative.

The Section 8 Housing Choice Voucher program will be moving to Holly Berry Court where we will have a better handle on the flow of people coming into the office.

### **The monthly payables were presented for approval at this time.**

Resolution #43-2010

Approving the Payment of Bills

#### Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Ring

Roll Call: Unanimous

Resolution # 44-2010

Renewing Membership in the New Jersey Public Housing Authority Joint Insurance Fund.

#### Roll Call Vote:

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

Chairman Miller asked if there was any old business. There was no old business to discuss.

**New Business** – Chairman Miller asked Secretary Dice to explain several awards proposed for the Board to approve.

Resolution #47-2010                      Approving a Contract for Legal Services  
Motion: Commissioner Tomlin  
Second: Commissioner Parent  
Roll Call: Unanimous

Resolution #46-2010                      Approving a Contract for Tenant Landlord Legal Services  
Motion: Commissioner Ring  
Second: Commissioner Tomlin  
Roll Call: Unanimous

Resolution #45-2010                      Approving a Contract for Masonry Services  
Motion: Commissioner Ring  
Second: Commissioner Kipers  
Roll Call: Unanimous

Resolution #48-2010                      Approving a Contract for Architectural Services  
Motion: Commissioner Kelley  
Second: Commissioner Parent  
Roll Call: Unanimous

Dorothy Conti, Ferguson Court resident, reported the residents at Ferguson Court could not use their stoves because it seems to set off the carbon monoxide detectors. The detectors are not in the right place. She asked if they can be moved.

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 5:50 p.m. Commissioner Kelley made the motion to adjourn. Commissioner Parent seconded.

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Paul F. Dice  
Secretary/Treasurer

