

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
February 27, 2018

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, February 27, 2018 at Riverview East Community Room, 130 S. Second Street, Millville, New Jersey. The meeting convened at 5:02 p.m.

Chairwoman Paula Ring announced the Sunshine Law requirement had been met, properly posted and advertised and conducted under the Open Public Meetings Act.

Allison Corson, Director of Administration, proceeded to call the roll at this time. Present were: Commissioner Heather Santoro, Commissioner Larry Miller, Commissioner Robert Tesoroni, Commissioner Robert Barrett and Chairwoman Paula Ring. Commissioner Dale Finch was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, and residents. Commissioner Finch arrived at 5:10 p.m.

Chairwoman Ring asked for a motion of approval for the January 23, 2018 minutes. Commissioner Tesoroni made the motion to approve the minutes and Commissioner Barrett seconded. All present were in favor.

Financials

Secretary Dice advised the MHA properties and Central office combined posted \$39,462 in negative net income for the month. The MHA maintains \$26,962 in positive YTD net income. Mr. Dice added that there were several one-off payments in January 2018 and he does not expect this to continue.

Occupancy

Secretary Dice reported that overall there is a 95.5% occupancy rate. The rate should be 98% or above. We are still digging out from major turnovers.

Property Management Software

Betsy Loyle advised the property managers think PHA Webb is great. Denise Smith in Accounting has had the hardest job!

Moves/Changes

The MHA Central Office has moved to Jaycee Plaza. The Property Management team is still based out of the Holly Berry Court office.

Cumberland County Department of Health

The CC Department of Health will move into our vacated Central Office at Maurice View Plaza. We will be terminating our existing lease with the Health Department and replace it with a new one. The new lease will commence immediately thereafter, with no break in time, effective 3/1/2018 and continue for five (5) years. It contains an option to renew for another five (5) years. The total annual lease and fixed utility charge is \$86,888.42 plus meter reads in their current office space. At the beginning of each year within the Lease, the rent shall be increased in an amount equal to the product of the Rent times a number equal to the percentage increase in the Philadelphia/Wilmington/Atlantic City Consumer Price Index (CPI) over a 12-month period, calculated by using the most recently published CPI and the CPI published 12 months earlier by the US Dept. of Labor, Bureau of Statistics. If the CPI is negative, the rent will remain the same for that year. Secretary Dice said the lease is available for review and we will be introducing a resolution later in the meeting.

Payroll Company Change

Secretary Dice reported Tony Polcari looked at our current payroll company and decided we could save a great deal of money and add a Human Resource piece if we switch to ADP. There is a resolution in the packet to consider.

Elevator Bid

Betsy Loyle advised a bid will be coming out soon for the elevator rehab at Jaycee Plaza. This will be the third elevator project undertaken.

Check List Review

A list of the February bills had not been ready in advance of the meeting. Secretary Dice gave everyone time to review the February checklist. Commissioner Tesoroni asked if check # 15424 to the City of Millville (Water/Sewer Bill) included all MHA properties. Denise Smith said the amount did include all MHA sites.

At this time, Chairwoman Ring announced there were resolutions to approve:

Resolution #05-2018 Approving the Payment of Bills for February 2018

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Barrett

Abstain: Commissioner Miller Check #15408

Roll Call: Unanimous

Resolution #06-2018 Resolution Authorizing the Execution of a New Lease Agreement
Between the MHA and the Cumberland County Department of Health

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Barrett

Roll Call: Unanimous

Resolution #07-2017 Resolution Authorizing the Executive Director to Enter Into an
Agreement for Payroll Services

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Santoro

Roll Call: Unanimous

Chairwoman Ring asked if there was any new business.

Commissioner Finch stated he intends to resign from the MHA Board of Commissioners at the end of March 2018. He told everyone present that he has enjoyed his time on the Board, but it is difficult for him to come to meetings on time due to his current employment.

Commissioner Barrett advised he gets a lot of calls from tenants who want his help. He is happy he was able to help with the Riverview West lighting problems. He called Samantha Cruz, who works for the City of Millville, and she got the problem solved immediately. He is glad he finally got a chance to help.

Chairwoman Ring asked if there was any old business to discuss. There was not.

Chairwoman Ring asked if there was any public comment.

RVE resident Melvin White asked to review the resolution regarding the payroll company. He also asked if the tenants could find a way to utilize the empty office at the end of the hall at RVE. Secretary Dice will review.

HBC resident Donna McFarland said she has been living at HBC since Sept. 5, 2017, and multiple work orders she has put in have yet to be completed. This includes windows that won't open, a bathtub that is not finished properly, cabinets that are broken and cracked floors. Secretary Dice will follow-up.

HBC resident Michelle Coleman said she feels intimidated by the Director at HBC every time she goes into the main office. She had been accused of putting a "weave" down her toilet and was told she had to pay for the pipe repair. She gets no respect.

Raymond Maddox of 7B, RVE, said he is clean but has roaches in his apartment. Secretary Dice said we do regular extermination. However, if this monthly extermination isn't working, we will do more. Mr. Maddox also stated he thinks someone should be in the Property Manager's office at all times. Secretary Dice said maybe we can do better.

Another RVE tenant asked if the security desk could be moved in front of the elevator. Secretary Dice said that may be a good idea and will pursue.

Patricia Walker, 4D, RVE said the noise is terrible on her floor. The water is backed up in her tub. She was told to contact Ivelisse Torres, Property Manager, and report. Ms. Walker also announced a program with the Holly City Family Success Center that will be taking place in the RVE Community Room.

Bernice Evans, 7K, RVE, said she has been waiting since September 5, 2017 for a part to fix her stove. Her stove does not work. She also reported her smoke detector is down. She has had roaches and they were exterminated. However, she does not want the bug man to come into her apartment from now on.

RVE resident Melvin White wanted to know why we remove closet doors. He was informed that if a door has been consistently damaged, it is legal for the housing authority to remove the door, as long as the tracking is taken down. The housing authority cannot afford to keep replacing all the doors. RVE resident Robin Bender said the housing authority has a difficult job. She said tenants do not take care of their doors. Additionally, she advised the RVE Property Manager had sent a notice to all residents to empty their cabinets in order for roach extermination to work. She thinks many tenants don't empty their cabinets

Another RVE tenant asked why she cannot have a freezer in her apartment since she pays her own electric. Secretary Dice advised the RVE building cannot handle any additional appliances. It will put a drain on the systems.

At 5:45 p.m. Chairwoman Ring adjourned the MHA meeting to go into the Holly City Family Center Meeting. Commissioner Barrett made the motion and Commissioner Miller seconded. All present were in favor.

Paul Dice
Secretary

Date