

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
October 26, 2010

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, October 26, 2010 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:00 p.m.

Commissioner Tomlin announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Commissioner Brian Tomlin, 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 and Commissioner Pam Kipers. Chairman Larry Miller was absent. 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 September 28, 2010 meeting. Commissioner Ring made the motion to approve the minutes and Commissioner Kipers seconded. All present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Combined, the MHA lines of business posted a loss of -\$22,248 for September 2010. On a cumulative fiscal year to date basis (10/1/09 – 9/30/10), all lines posted a combined positive net income of \$134,027. There are some accruals that will take place that will net us down to a final net income figure of approximately \$30,000. The uncertain thing for next year is recovering from two non-recurring items (sale of two homes) and we don't know what the 2011 operating subsidy will be. We continue to operate the MHA without having to deplete reserves.

The HCFC posted a positive net income of \$2,956 for September 2010 and a positive \$96,235 for cumulative fiscal year to date. Janet reported they are waiting for \$1,000 from DYFS for summer camp that will be posted to the month of September. The Assisted Living Program broke even in August 2010. It maintains a negative net income of -\$24,012 for fiscal year to date. The net loss has not increased in the last four months. We are seeing improvement with our client rosters. The new part-time nurse started today. The ALP was again only able to pay a portion of its monthly overhead expenses. Operations are continuing, however, to show marked improvement overall.

**Building Inspections**

There is one area that bedeviled us this year – sprinkler heads. There was one plate that fell at RVW and we were penalized 16 points. One half of the plate on another sprinkler had been painted by mistake at RVW. We are appealing these. There was definite improvement overall with the inspections this year and we will continue to do a better job.

### **Holly City Family Center**

The work to repair the men's and women's locker and sauna rooms on the first floor of the Family Center has begun. It is scheduled to be completed by the third week in November. We are receiving positive feedback from our members in this regard. The Texas Roadhouse fundraiser was last night and Janet has not been informed yet as to how much money was made. The Family Center's 10<sup>th</sup> anniversary is coming in early 2011. Janet is trying to decide what kind of a celebration should take place and when. We are still trying to figure out how or if we will be in direct competition with Anytime Fitness opening soon at Wheaton Plaza.

### **Holly City Property Management**

The new company is now operational and providing janitorial services to RVE, RVW, JCP, MVP, the Central Office and Ferguson Court. We do have a contract between Millville Housing Authority and HCPM and will be approving a resolution tonight. We have effectively cut out the middle person.

### **Lease Enforcement**

Capt. Mazzeo reported he got 5 new cases today. Secretary Dice and Capt. Mazzeo met with a representative from the Office of Inspector General and it was decided he will take two cases he handpicked and try to get them up in front of the Federal Prosecutor. If the Federal Prosecutor takes these cases it will get our cause on the map.

### **Non-Elderly Disabled Vouchers**

Ivy Evans reported we did not receive the additional vouchers we had applied for. There were so many applicants who qualified, the government decided to award by lottery. We simply did not get picked in the lottery.

### **CCIA – Renewable Energy**

Mitch Moore and Paul Dice attended a meeting given by the CCIA regarding renewable energy. Mitch submitted the survey information required. The CCIA is hoping to get the entire county together for solar initiative. The first thing they do is an aerial survey to look at the surface area and determine if it's worth talking to certain people.

### **HMFA**

We have been in a long battle with the Housing and Mortgage Finance Agency over \$156,000 in developer's fees that we've been carrying as a receivable forever. They will be breaking about \$45,000 loose in the next week. We have more coming in from there.

### **Senior Services**

Dorothy Conti reported there are 67 clients. The program now has three part-time workers. The 2010 survey of our clients yielded very positive comments about the program. We have been told

our grants will be coming through (SSBG and PEER). Dorothy attended the quarterly meeting of the Office of Aging. A dinner was given for the Ferguson Court residents and it was attended by 25 people. RVW had a Halloween Party and there was a wonderful turnout. The Millville Woman's Club will be donating over 200 Christmas Cookies to residents.

### **Audit**

Mitch Moore advised there will be an audit starting in a couple of weeks. There will be a pre-meeting with the auditor on Wednesday, November 10, 2010.

### **Section 8**

There are two things the board needs to focus on regarding the oversight of Section 8- the spending ratio and the leasing ratio. We can never spend more than 100% on any given year and we are at 99.6%.

### **Health Insurance Renewal**

Secretary Dice introduced Rich Allen, Allen Associates, who discussed our options for the November 1, 2010 health insurance renewal. In order to renew our current MHA health plan (#1), the MHA would be looking at a 20.5% increase. We had to look at any other viable plan. Oxford does have some options to keep the cost down with minimal change. If we vote to raise our prescription costs from \$7/\$15/\$35 to \$10/\$25/\$50 (#2), our annual premiums will increase \$42,618 which is a 13.3% increase. If we opt to raise prescriptions to \$15/\$35/\$75 (#3), we would see a 7.7% increase. After adding in the MHA's collection of the new state imposed pre-tax health insurance premium contributions (1.5% of salary), the MHA is recommending we go with Option #2 –an overall 8.3 % increase. The State of New Jersey plan will have a 12% increase and Rich does not recommend we pursue this insurance. The bad news for us is that the NJ Pension fund is going up by \$60,000.

The monthly resolutions were presented at this time for approval:

Arnold Robinson, Esq., proposed the first resolution should be to approve Commissioner Brian Tomlin as Vice-Chairman of the MHA Board of Commissioners.

Resolution #50-2010 Approving Brian Tomlin as Vice-Chairman until 6/1/2011

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Kelley

Roll Call: Unanimous

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

Resolution # 51-2010 Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Parent

Roll Call: Unanimous

Resolution # 52-2010 Authorizing an Agreement between the MHA and the HCPM Janitorial Service

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #53-2010 MHA Fiscal Year Write Off Amounts

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Parent

Roll Call: Unanimous

Commissioner Kelley commented that Sherry Kauffman should be commended for having a zero write off at Ferguson Court and she got the one write off at Cedarview Court before she took over as manager there.

Resolution #54-2010 Approving Signatories for our Banking Accounts

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #55-2010 Approving a Health Insurance Plan for the MHA

Roll Call Vote:

Motion: Commissioner Kipers

Second: Commissioner Ring

Roll Call: Unanimous

Vice-Chairman Tomlin asked if there was any new business: None.

Old Business: None

There being no further business, Vice Chairman Tomlin asked for a motion to adjourn the public meeting at 5:45 p.m. Upon completing the HCDC, the Commission will re-convene the MHA public meeting to go into a closed MHA session. Commissioner Kelley made the motion to adjourn. Commissioner Parent seconded.

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Paul F. Dice  
Secretary/Treasurer

