

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
November 23, 2010

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, November 23, 2010 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:06 p.m.

Chairman Miller 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, and Chairman Larry Miller. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press. Commissioner Kipers and Commissioner Ring were absent.

The Chairman asked for a motion to approve the minutes from the October 26, 2010 meeting. Commissioner Parent made the motion to approve the minutes and Commissioner Tomlin seconded. All present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Combined, the MHA lines of business posted a positive net income of \$141,398 for our first month of our new fiscal year –October 2010. Secretary Dice explained the importance of realizing that due to accruals, October's expenses are somewhat understated while September's were somewhat overstated.

The Family Center posted a positive net income of \$31,289 for September 2010. Accruals' have inflated that number. We continue to operate the HCFC's operations without having to deplete reserves. The Assisted Living Program posted a positive \$23,656 in net income. The operation covered its full overhead costs for the first time in 12 months.

Bobbi Chard reported the Assisted Living Program has 56 clients. We are billing for 53 due to temporary hospitalizations. There are two clients ready to come on as soon as we have apartments available and/or get through the financial approval process. Right now all the units in RVW and JCP are occupied. As soon as a place becomes available they will have a spot. In terms of expenses with the ALP, Mints insurance got the general liability insurance policy reduced by over 50%. The total cost now is \$13,000 for their insurance. RVW offices are being painted and new carpeting will be installed at the Jaycee Plaza office. We're trying to make it more attractive to potential clients.

Dorothy Conti explained the Social Services Block Grant in the amount of \$72,000 has been approved by the Office of Aging for the Senior Services Program. We will receive \$1500 more this year in the PEER Grant. We are right on track with the State as far as entering our services. The Senior Services office recently moved from MVP to Ferguson Court. The Section 8 office is now down in Holly Berry Court.

Polly Swink reported the elevator at Riverview West has had many problems. The elevator company has been there repeatedly. Polly, Paul Dice and Ivy Evans will be meeting with the elevator company officials this week. Ivy advised it is not possible to buy parts for the elevator because they are obsolete. The elevator is too old. They hope they can determine in the meeting what can be done to correct the situation. We may be looking at modernization, which will be very costly.

Paul advised he wanted to go over budget variances with the Board of Commissioners. Mitch gave the board a brief overview of the variances as they apply to our housing units. There is a 3% positive variance for October. Secretary Dice pointed out that we want to show as close to a zero % variance as possible because that means we are budgeting correctly. Any variances over or under should always be explained. But for some un-recurring income in 2010, we would have had a deficit.

Janet Reeves reported the construction at the Holly City Family Center has been completed. Steam rooms are now functioning and are all handicapped accessible. Steam will now shut off after a certain amount of time instead of continuously running. Janet handed out the new membership rates for the Family Center. There will be a slight increase in prices for next year. Monthly membership for a Family is \$54.25.

### **Lease Enforcement**

Ivy reported we had some big wins for us in the past couple of months. We settled our first eviction case based on disruptive behavior at HBC. The tenants officially vacated today. The process is finally coming together with the help of John Mazzeo, Elba Vera and Solicitor Robinson. We expect to have our first eviction due to cleanliness. The tenant in question did not hold up her end of an agreement and we're going back into court. Ivy told the board members about the EIV system and how we now report tenants who have been evicted on this system. They will not be able to rent in another public housing program for so many years. Paul advised the MHA is now working from the municipal, county and federal level. These agencies are cooperating with us!

### **Annual Audit**

Our independent financial auditors – Polcari and Company- have begun work on our annual audit.

### **Financial Data Schedule**

HUD requires public housing authorities to submit income statement and balance sheet information annually in an electronic format known as the Financial Data Schedule (FDS). Our unaudited FDS report is on schedule for the 11/30/10 submission date.

### **MONI Program Development Fees**

We received \$45,140 of the \$156,000 owed to us by the NJ Housing and Mortgage Finance Agency for development of homes under the MONI program. We posted the money to November's income. We're starting to make headway for the work done 5 years ago.

### **VACANCY Report**

Ivy reported RVW, JAYCEE and RVE are currently all full. Cedarview has one opening which should be filled in December. MVP has 2 openings –one will be filled next week. HBC has some vacant units but they are filling fast. Ferguson Court has one opening. This apartment is presently being worked on. As far as Scattered Sites are concerned, a half double at 643 Buck St. is targeted to be sold. We currently have five uninhabitable scattered sites units. We will probably try to get approval to have them torn down and sell the lots. HUD requires we get a whole other approval in order to do this- it is a process. Commissioner Kelley asked how many are on the waiting list for Section 8. Jessica Gonzalez advised there are only 45 on the current waiting list. Secretary Dice advised this number is low and we will have to consider opening the list in the future. HUD wants a healthy waiting list. He explained our new waiting list procedure to the members present. The MHA is no longer asking people to wait in line to apply. Applications will now be available on line and/or at the main office. Any application must be mailed in by a due date in order to qualify for the waiting list. This process worked extremely well when we recently opened the Maurice View Plaza and Holly Berry Court waiting lists.

### **SECTION 8**

Sherry Kauffmann advised the Section 8 Management Assessment Program had been submitted on November 22<sup>nd</sup>. It usually takes a couple months to get our scores back. Jessica Gonzalez will report the stats at a later date.

### **JIF Loss Dashboard**

Secretary Dice shared a report on our Joint Insurance Fund Loss Dashboard. He pointed out what the Commissioners should look for in the report as it applies to Workman's Compensation and the frequency and severity of accidents.

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

Resolution #57 -2010

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Tomlin

Roll Call: Unanimous

Chairman Miller asked if there was any old business: None.

New Business: None. Public Comments: None

There being no further business, Chairman Miller asked for a motion to recess the public meeting at 6:10 p.m. Upon completing the HCDC, the Commission will re-convene the MHA public meeting to go into a closed MHA session.

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Paul F. Dice  
Secretary/Treasurer