

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
January 25, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, January 25, 2010 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:00 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 James Parent, Commissioner Herb Kelley, Commissioner Paula Ring and Chairman Larry Miller. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press. Commissioner Kipers and Commissioner Tomlin were absent.

Chairman Miller introduced Doreen Seddon from the Millville City Clerks Office. Ms. Seddon introduced Ms. Dianne McCarthy as a new appointee to the MHA Board of Commissioners. She also advised Chairman Miller has been reappointed to another term on the Board of Commissioners. Ms. Seddon proceeded with the swearing in of both officers.

Chairman Miller advised we are deviating from our regular agenda and asked for a motion to adjourn the meeting of the Millville Housing Authority and entertained a motion to go into Closed Session.

Resolution # 01-2011 Approving the Closed Session of the Board of Commissioners

Roll Call Vote

Motion: Commissioner Kelly

Second: Commissioner Parent

Roll Call: Unanimous

Commissioner Kelley made the motion and Commissioner Parent seconded. All present were in favor. The Closed Session began at 5:05 p.m.

The regular meeting of the MHA Board of Commissioners resumed at 5:41 p.m.

The Chairman asked for a motion to approve the minutes from the November 23, 2010 meeting. Commissioner Kelley made the motion to approve the minutes and Commissioner Parent seconded. Commissioner McCarthy abstained. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Combined, the MHA lines of business posted a positive net income of \$60,532 for December 2010. On a cumulative fiscal year to date basis (10/1/10 – 12/31/10) all lines posted a positive net income of \$240,924. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a marginally negative net income of \$98 for December 2010. However, on a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$38,573.

The Assisted Living Program rallied back from a difficult November 2010 and posted a positive \$2,040 in net income for December 2010. On a cumulative fiscal year-to-date basis, the ALP posted a positive net income of \$20,669.

Holly City Property Management posted a negative net income of \$931 for December 2010. On a cumulative fiscal year-to-date basis, the HCPM posted a modest, yet positive net income of \$48. Billable lease enforcement hours decreased in December resulting in an inability to offset fixed costs. He is very positive we will be in the black very soon.

New Electric Expense Savings Initiative

We have now had two energy audits that resulted in retrofit and replacement programs. We entered into an energy conservation contract with Green Tech Energy calling for an \$863,937 investment in equipment upgrades, boiler upgrades, lighting replacement, elevator retrofits, etc., financed over 15 years through energy savings valued at \$1,564,631. We have 11 years left on the finance agreement.

The second and still ongoing initiative is through the federal Weatherization program. This program does not result in a financial outlay or liability for the MHA. To date, the weatherization program is resulting in an average per housing unit energy efficient investment of just under \$1,000. The project includes upgrades such as the purchase of new Energy Star refrigerators, sealing windows, doors and roof top cold air duct systems; installation of low flow water aerators and energy efficient light bulbs, etc. Work at Riverview West totaled over \$90,000. Work is underway at Cedarview Court and Ferguson Court.

Secretary Dice explained this leaves us with the realization that we've come as far as we can go with retrofitting these buildings. Short of a substantial rehabilitation, which needs to take place at RVE and RVW, it's time to push down the cost of our commodities. We have turned to Salmon Ventures to determine how to best save on the purchase of electricity.

Pending Sale of Scattered Site Homes

Ivy Evans explained the promotion program "Welcome Home" which is offered to our Public Housing Authority residents. We were approved in 2003 to sell 15 of our scattered sites. To date we've sold 10. We are under contract for 4 more. 130/132 McNeal Street and 209/211 N. 6th Street will be sold. Resolutions to follow.

Community Facility Project at Holly Berry Court

HUD has recently issued a grant notice for Capital Fund Education and Training Community Facilities. Secretary Dice explained if we were to be awarded this grant it would allow the MHA to construct a new community facility at HBC. MHA has been talking with Tri-County Community Action Agency about the possibility of them leasing most of the building on a long term basis for their Head Start and Women and Infants and Children programs. The MHA would occupy a portion for our adult resource center and after school program for children. Paul introduced Dee Ivanovs who is heading up our community outreach programs at HBC. Head Start was offered at HBC before. The cap is \$5,000,000 to build or purchase a building. There will be a resolution authorizing us to proceed with the grant and to enter negotiations to secure a long term lease at the best possible terms with Tri-County Community Action Partnership.

Secretary Dice advised we were approached by Tri-County Independent Living Inc. to rent space from us. They had been displaced when the Levoy Theater collapsed. They have decided to go elsewhere, but Paul would like to pursue renting space at Maurice View Plaza in the future.

Assisted Living Program

Bobbi Joy Chard explained the current numbers for the ALP program are: 57 people enrolled, 53 actually being billed and 7 real candidate potentials. The numbers are beginning to go up!

Lease Enforcement

Notices to Cease are still our largest area of activity. This is the first notice given to a tenant who has violated something on their lease - and given notice to quit. Jane Whilden advised the month of December is traditionally a hard month to collect rent because tenants use their money to buy Christmas presents.

Riverview East and Riverview West Modernization

Our Architect went through RVE and RVW to take a look at what we really need to modernize these buildings. We will be meeting with them next week to see what's available in today's market to fund these projects. Since we are looking at millions of dollars, they will have to be funded through construction loans; tax credit projects, grants, or balanced housing.

Budget Variances

We need to know more about our budget variances to determine if we're moving along in the right fashion. Mitch Moore advised we are roughly 9.87% above what had been budgeted in income and a total of 6.6% less in expenses. Each of our amps has their own balance sheet and budget and the managers are doing a good job at paying attention to their income and expenses. Now that we're at the end of the quarter, we will be revising our budgets. We need to be able to show Commissioners if there has been a systematic change in our operations.

SEMAP SCORE

Sherry Kauffmann reported we received a score of 93% for the Section 8 Housing Choice Voucher program. A great job! Paul advised the spending ratio for HCV is key. The number is 93.36. That spending ratio number needs to be as close to 98% as possible.

Holly City Family Center

Janet Reeves advised membership dropped in December but new members are joining in January. There's new equipment at the Holly City Family Center and all land classes are now free for those with full memberships. A new small swim club (age 8 – 12) has been established and they are traveling to go on swim meets. Janet will be following up with a new Corporate Membership.

Ross Service Grant

Dee Ivanovs is working towards getting more outreach services using Memorandum's of Understanding's. There are 10 active agencies on-board with an in-kind service value of \$313,524. Agencies include AHEC, Cumberland County College School Counts, and Cumberland County College - Return to Learn Program, GED Program, Tri-County Literacy and the Holly City Success Center. Currently, two children are coming for an after school program. She has outreached to 52 families and has 1 adult in a GED program.

Vacancies

Ivy Evans reported our occupancy rates are really good. Most of our buildings are above 95% occupied. Jaycee Plaza and RVE are almost 100% occupied -with only 1 vacancy each. RVW has 4 vacancy's giving them a 90% occupancy rate. HBC is 92% occupied. HBC will be at 100% very soon. We've been focusing on getting working families at this site and they have changed the face of HBC! FER and CVC have a 96% occupancy rate.

Senior Services

Dorothy has 60 clients right now in Senior Services. She had 290 unduplicated services for the year – her goal was 280. She will be hosting a Valentine's Day party for residents in February. Recently, a resident donated a 32 inch television to Ferguson Court so now the Holly City Family Center will be able to offer a Wii exercise program. Secretary Dice advised Dorothy's program is a prelude to the ALP program.

Chairman Miller recognized Dale Finch in the audience. Mr. Finch welcomed Dianne McCarthy to the board and congratulated Chairman Miller on his re-appointment. He also is very pleased to hear that conditions have improved drastically at Holly Berry Court.

The monthly payables were presented for approval at this time.

Resolution # 02-2011

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Ring

Commissioner Miller abstained on check #7223

Roll Call: Unanimous

Resolution # 03-2011

Approving the Sale of Four Scattered Site Public Housing Units

130-132 McNeal Street and 209-211 N. Sixth Street

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Kelley

Roll Call: Unanimous

Resolution #04-2011

Approving Submission of Capital Funding Grant for Public Housing

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Parent

Abstain: Commissioner Ring

Roll Call: Unanimous

Resolution # 05-2011

Approving the Appointment of Diane McCarthy to the MHA Board of Commissioners

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Roll Call: Unanimous

Resolution # 06-2011

Authorizing the Re-Appointment of G. Larry Miller to the MHA Board of Commissioners

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Kelley

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 6:42 p.m. to go into the HCDC meeting.

Paul F. Dice
Secretary/Treasurer

