

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
February 22, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, February 22, 2011 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, Commissioner Dianne McCarthy, Commissioner Brian Tomlin and Chairman Larry Miller. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Chairman Miller began the meeting by announcing that Commissioner Pam Kipers had recently passed away. She had served on the Millville Housing Board of Directors for over 13 years. Individual board members praised Mrs. Kipers for her dedication to the community and commitment to helping others. A moment of silence was observed by all present in her honor.

Chairman Miller asked for a motion of approval for the January 25, 2011 minutes. Commissioner Kelley made the motion and Commissioner Parent seconded. All present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Combined, the MHA lines of business posted a positive net income of \$92,802 for January 2011.

On a cumulative fiscal year to date basis (10/1/10 – 1/31/11) all lines posted a positive net income of \$379,503.50. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a positive net income of \$10,376.05 for January 2011. On a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$53,529.11.

The Assisted Living Program posted a marginally small loss of \$1,294.41 for the month of January. On a cumulative fiscal year-to-date basis, the ALP posted a positive net income of \$19,377.26.

Holly City Property Management posted a positive net income of \$2050.11 for January 2011. On a cumulative fiscal year-to-date basis, the HCPM posted a positive net income of \$2098.85. HCPM will be reviewing the possibility of adding landscaping to our services this spring.

Financial Budgets

There was a decrease in income across all our properties due to a loss of subsidy. HUD announced we would be getting a reduced amount of subsidy because Congress has not approved the budget. This resulted in a cumulative loss of \$19,740 in operating subsidy for the months of January and February. It is unclear what the subsidy will be going forward in March. Expenses were increased over the amps because of longevity payments made in January, heating repairs, and utilities that were \$24,593 higher over the cold months.

Paul handed out two articles from NAHRO and PHADA that are following the HUD budget. They have not passed a 2011 budget. For the past two months, 8% of our operating funds have been cut. HUD told us they were going to fund our operating funds at 100% through 2011. Out of the 4 billion dollars that's been allocated, 1 billion dollars will be funded through offsets to current reserves. If a large housing authority has over 6 months of operating reserves they are going to start pulling some of that back. Smaller housing authorities will have 4 months of reserves pulled back. The bottom line is they are going to raid the reserves.

There are certain parts of our reserves we have for modernization projects. Paul believes if they take this funding it will undermine our ability to go out and leverage ourselves in the private sector. It's not just the operating fund wreaking havoc on us at the moment, there are other estimates HUD may cut the Capitol Fund by 40%, cut out Hope VI and CDBG funds. The year 2012 will be just as bad. We have tried desperately not to touch our reserves because we need to modernize RVE and RVW in the near future.

Vacancies

The vacancy rate is at 2%. Maurice View Plaza is at full occupancy. Ferguson and Cedarview are 98% occupied. Jaycee has two vacancies and they are promised. Two apartments at RVW are being turned. RVE is at full occupancy. HBC has one vacancy. This is very significant. HBC has been targeting working families and we are collecting \$2,000 more per month in rent than ever before.

New Electric Expense Savings Initiative

We are trying to save money on electric. We have received 4 quotes from a broker that would lock us in contractually (12 – 45 months) from Constellation New Energy, Direct Energy, Integrys and Liberty power. Viridian electric has quoted another rate and we do not have to sign a contract. The rate is also not guaranteed. A decision will have to be made regarding whether or not to lock in.

Pending Sale of Scattered Site Homes

We are waiting for the deed to be combined on 130/132 W. McNeal Street and should be moving forward with this sale very soon.

Community Facility Project at Holly Berry Court

Triad completed the grant and submitted it for the Capital Fund Education and Training Community Facility. They did a very good job. Ivy Evans explained HUD is supposed to notify the recipients who will receive the grant after 90 days. However, it usually takes a much longer

period of time to receive notification.

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. Captain Mazzeo and solicitor Robinson explained the next part of the process to those present. This process consists of the signing of a complaint by MHA against the tenant and them receiving a summons to appear in court.

Assisted Living

There are 57 enrolled in the ALP. Fifty-four clients are actually being billed. Seven clients are in the process of admission.

Holly City Family Center

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. Secretary Dice asked the board members to help by getting a discussion going with connections in the community. We are now allowing people to come in and pay for an individual class instead of buying a whole membership. The Holly City Family Center's 10th year anniversary is this April. A celebration day is being planned. Secretary Dice told those present that the Millville Kiwanis plans to sponsor a fitness day for Big Brothers/Big Sisters.

Ross Service Grant

Dee Ivanovs reported she has five people active in supportive services. There are currently 18 different services available to our HBC residents. A women's mentoring group will be starting soon.

Senior Services

Dorothy has 67 clients right now in Senior Services. She had 290 unduplicated services for the year – her goal was 280. 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 # 07 -2011

Approving the Payment of Bills

Commissioner Kelley questioned Ck #7374 –for 100 gallons of fuel oil for a scattered site. Ivy Evans advised there is no tenant in this site and we must make sure pipes do not freeze.

Ck #7355 -for carpeting in the ALP program office. Paul advised carpeting is ripped and he wants to be able to present a good image to the public. Ck #7388 –Maurice View Plaza laundry

reimbursement. Mr. Kelley advised there is no sitting council at Maurice View Plaza, therefore the check should be held in abeyance until a council is established. The Commissioners agreed this check should be taken out of the register.

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Ring

Roll Call: Unanimous

Resolution # 08-2011 Adopting MHA Employee Policy Handbook

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Ring

Roll Call: Unanimous

Resolution #09-2011 Approving a Conflict of Interest Policy for the MHA

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Tomlin

Roll Call: Unanimous

Resolution # 10-2011 Approving a Mandatory Document Retention and Periodic Destruction Policy for the MHA

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Roll Call: Unanimous

Resolution # 11-2011 Authorizing the MHA to make a Donation in Memory of Commissioner Pam Kipers

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

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 6:12 p.m. to go into the HCDC meeting.

At 7:30 p.m. Chairman Miller announced we are back in open session. He asked Secretary Dice for roll call. All Commissioners' were present. A motion was called for to pass the following two resolutions:

Resolution #13-2011 Authorizing MHA Administration to Switch Utility Provider

Roll Call Vote:

Motion: Commissioner Parent
Second: Commissioner Tomlin
Abstain: Chairman Miller
Roll Call: All others in Favor

Resolution #14-2011 Approving a Contract for Nan McKay Consulting Services not to exceed \$150 per hour

Roll Call Vote:

Motion: Commissioner Ring
Second: Commissioner Kelley
Roll Call: Unanimous

There being no further business, Chairman Miller asked for a motion to adjourn the public meeting. A motion to adjourn was made by Commissioner Ring at 7:42 p.m. Commissioner Kelly seconded. All present were in favor.

Paul F. Dice
Secretary/Treasurer