

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
April 26, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, April 26, 2011 at Jaycee Plaza Community Room, 122 E. Main 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 asked for a motion of approval for the February 22, 2011 minutes. Commissioner Kelley made the motion 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 \$8,379 for March 2011. On a cumulative fiscal year to date basis (10/1/10 – 3/31/11) all lines posted a positive net income of \$302,795. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a positive net income of \$16,105 for March 2011. On a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$87,671.

The Assisted Living Program posted a positive \$10,157 for the month of March. On a cumulative fiscal year-to-date basis, the ALP posted a positive net income of \$28,939. The ALP does owe \$48,000 in unpaid overhead.

Holly City Property Management posted a positive net income of \$5,760 for March 2011. On a cumulative fiscal year-to-date basis, the HCPM posted a positive net income of \$6,464. HCPM is now performing landscaping services for the MHA in addition to providing janitorial services.

HUD FUNDING

Following recent Congressional passage of the Federal Budget for 2011, the MHA lost the

following:

18% from the Capital Fund (Down \$102,000)

8% from the Housing Choice Voucher Administrative funding. (Down \$11,550)

3% from the Operating Fund across all properties. (Down \$52,000)

Assisted Living

There are 58 tenants enrolled in ALP. We are currently billing for 52. There is a RFP in your packet asking approval to outsource the Assisted Living Program. The programs Medicaid reimbursement rate of \$50.00 per day per patient has remained the same since 2007. Our expenses continue to go up. This program cannot be funded with HUD money. Secretary Dice believes now is the time to look for ways to outsource the program.

Potential Real Estate Transactions

Secretary Dice advised there are resolutions included in the Commissioner's packets seeking approval to pursue leasing opportunities for the following assets at the best possible terms:

1. Maurice View Plaza – Community Room and Office Areas
2. Jaycee Plaza – Former Senior Center Activity Area
3. Jaycee Plaza – Former Office on Aging Areas
4. 909 Leonard Drive – A single family unit

The MHA would also seek authority to list the following assets for sale:

1. The Church on Mulberry Street.
2. The vacant land adjacent to 909 Leonard Drive.

Secretary Dice advised there is a potential tenant for the former Senior Center at Jaycee Plaza. He would like to negotiate a lease at \$12.00 per square ft. plus utilities, plus tenant-specific betterments and improvements. The improvements would be amortized over the lease term.

Secretary Dice also advised there is a resolution for electric work at Jaycee Plaza. This work is needed in order to sub meter the former senior center and would need to be done for any future tenant.

Lease Enforcement

There were three notices to cease issued in March for residents in Holly Berry Court.

Renewal of Executive Director's Contract

Secretary Dice advised there are 11 Resolutions for the Board of Commissioners to consider on

with one being whether or not to renew his contract as Executive Director.

The monthly payables were presented for approval at this time:

Resolution #23-2011 Approving the Payment of Bills
Roll Call Vote:
Motion: Commissioner Ring
Second: Commissioner Tomlin
Roll Call: Unanimous

Resolution #16-2011 Adopting the 2011 Fiscal Year State Budget
Roll Call Vote:
Motion: Commissioner Kelley
Second: Commissioner Tomlin
Roll Call: Unanimous

Resolution#15-2011 Authorizing the Executive Director to enter into Real Estate Transactions
Roll Call Vote:
Motion: Commissioner Tomlin
Second: Commissioner Kelley
Roll Call: Unanimous

Resolution# 22-2011 Approving The Negotiation of a Lease For a Tenant at Jaycee Plaza
Roll Call Vote:
Motion: Commissioner Kelley
Second: Commissioner Parent
Roll Call: Unanimous

Resolution #18-2011 Approving a Contract for Plumbing Services at Jaycee Plaza
Roll Call Vote:
Motion: Commissioner Kelley
Second: Commissioner Tomlin
Roll Call: Unanimous

Resolution #17-2011 Approving a Contract Award for Electrical Services at Jaycee Plaza
Roll Call Vote:
Motion: Commissioner Kelley
Second: Commissioner Tomlin
Roll Call: Unanimous

Chairman Miller asked if there was any additional old business to discuss. There was no old business. He then asked if there was any new business. There was no new business.

Public Comment: Teresa Stiles, Assisted Living Program, asked the board members to give the Assisted Living Program another chance. In her opinion, the ALP program got a bad reputation

when we started hiring per-diem employees. She hates to see the program go under. Secretary Dice responded that the decision to outsource the ALP was not made in haste. He has tried various ways to save the program over the past two years. Secretary Dice praised the ALP employees for the wonderful job they have done. Currently, there is competition from other community Medicaid options. Secretary Dice also said if another company takes over the ALP program there should not be any changes for the current patients. Dorothy Conti, Senior Services, stated she believes Secretary Dice fought very hard to save the current ALP program.

There being no further public comment, Chairman Miller advised at 5:35 p.m. they would recess the public meeting to go into the HCDC meeting.

At 5:45 p.m., Chairman Miller advised the board is now back in the regular session of the MHA Board of Commissioners. He then asked for a motion to go into Closed Session.

Resolution #20-2011 Approving a Closed Session
 Roll Call Vote:
 Motion: Commissioner Kelley
 Second: Commissioner Tomlin
 Roll Call: Unanimous

At 6:20 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 #19-2011 Authorizing the Executive Director to Seek Proposals to Outsource the Assisted Living Program.
 Roll Call Vote:
 Motion: Commissioner Kelley
 Second: Commissioner Ring
 Roll Call: Unanimous

Resolution #21-2011 Approving the Executive Director's Employment Contract (May 2011 – May 2013)
 Roll Call Vote:
 Motion: Commissioner Ring
 Second: Commissioner Tomlin
 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 Tomlin at 6:25 p.m. Commissioner Ring seconded. All present were in favor.

Paul F. Dice
Secretary/Treasurer