

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
June 28, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, June 28, 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 asked for a motion of approval for the April 26, 2011 minutes. Commissioner Ring 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 \$62544 for May 2011. On a cumulative fiscal year to date basis (10/1/10 – 5/30/11) all lines posted a positive net income of \$323,409. We continue to operate the MHA without having to deplete reserves. However, part of this net income is non-recurring due to the fact that we sold 2 homes.

The Holly City Family Center posted a positive net income of \$5,735 for May 2011. On a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$90,001.

The Assisted Living Program broke even in May 2011. On a cumulative fiscal year-to-date basis, the ALP posted a positive net income of \$18,939.

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.

Election of MHA Board of Directors and Secretary

The annual election of officers will take place tonight. The nominating committee has slated the following: President – Brian Tomlin

Vice President – Paula Ring
Secretary – Paul Dice

Assisted Living

The MHA received four responses to our publicly advertised Request for Proposals. We will discuss the proposals in depth in closed session and then go back into open session for a vote to award the contract.

Holly City Family Center – 1,600 s.f. Building Expansion for New Aerobics Room

Secretary Dice advised the next phase in our business plan for HCFC is to build a 1,600 s.f. addition to house all of the aerobics programs that currently run in the church on Mulberry St. He has secured a \$100,000 loan commitment from Century Savings Bank. He will be asking for the board to approve a resolution to execute the loan contract.

Building Preservation Projects

The MHA received four responses to their publicly advertised Request for Proposals. These proposals will be discussed in closed session. 19 million dollars in needs have been identified.

Fee Accounting –RFP Response

Secretary Dice advised there were two responses to our publicly advertised RFP for Fee Accounting.

JAYCEE Plaza Office Space

Secretary Dice advised he has leased 1,305 s.f. of office space to the Turnersville Medicine and Geriatrics group for (2) years at a rate of \$12.38 s.f. plus fixed electric charges of \$512/month. This is the space formerly occupied by the Millville Senior Center.

Electric Supply Contract

Secretary Dice advised the MHA recently transferred our electric supply contracts from Atlantic City Electric to variable rate contracts with Viridian in an attempt to cut costs. However, Viridian's rates have now begun to rise so we once again explored fixed cost options. Following negotiations through our broker –APPI Energy-Direct Energy offered a favorable fixed rate of 0.09074 for 12 months. This rate is less than what we paid for energy from Viridian before prices go up.

Annual Audits

The annual audits are included in the board packets. The auditor will be available later in the meeting for questions. The audits were positive for both the MHA and HCDC.

Operating Budget

The 2012 operating budget is included in board packets.

Property Occupancy Rates

Ivy Evans reported that JCP, RVE, MVP are at 100% occupancy. CVC and Ferguson Court are

at 99% occupancy. RVE is at 98% and HBC is at 95%. Scattered Sites are at 63% occupancy – but this is because there are only 16 sites and three are vacant. These three must be completely rehabbed and that takes a long time. HUD just released their guidelines and in order to get full operating funding, we must be above 98% occupancy.

Budget Variances

Ivy reported on all the properties and explained the monthly budget variances for each. Secretary Dice noted that we are no longer seeing wild swings in our monthly variances and attributed this to our asset based management system.

Capital Fund Financing Program

Ivy Evans advised we will use the \$181,000 from the Capital Fund Financing Program to upgrade the fire panels at RVE and RVW.

At 5:17 p.m. Chairman Miller asked for a motion to go into Closed Session.

Resolution #25-2011

Approving a Closed Session

Roll call Vote:

Motion: Commissioner Parent

Second: Commissioner Tomlin

Roll Call: Unanimous

At 6:20 p.m. Chairman Miller advised the Board was back in open session. The monthly payables were presented for approval at this time:

Resolution #26-2011

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Tomlin

Second: Commissioner Ring

Roll Call: Unanimous

Resolution# 27-2011

Approving the Outsourcing of the Assisted Living Program

Roll Call Vote:

Motion: Commissioner Kelley

Second: Commissioner Ring

Roll Call: Unanimous

Resolution# 24-2011

Approving a Contract Award for “Fee Accounting Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Tomlin

Roll Call: Unanimous

Resolution# 28-2011

Authorizing MHA administration to Switch Utility Provider

Roll Call Vote:

Motion: Commissioner Tomlin
Second: Commissioner Parent
Roll Call: Unanimous

Resolution #29-2011 Approving a Contract for Public Housing Preservation Project Finance

Roll Call Vote:

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

Resolution# 30-2011 Low Income 2010 Operating Budget Approval Resolution Fiscal Year 10/01/2011 – 9/30/2012

Roll Call Vote:

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

Resolution# 31-2011 Approving the MHA Annual Audit for FYE 9/30/10

Roll Call Vote:

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

Resolution #32-2011 Resolution Approving the Slate of Officers for the 2011-2012 Year

Roll Call Vote:

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

Newly elected Chairman Tomlin advised at 6:40 p.m. they would recess the public meeting to go into the HCDC meeting.

At 6:45 p.m., Chairman Tomlin advised the board is now back in the regular session of the MHA Board of Commissioners. He 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. There was no public comment.

There being no further business, Chairman Tomlin asked for a motion to adjourn the public meeting. A motion to adjourn was made by Commissioner Ring at 6:50 p.m. Commissioner Miller seconded. All present were in favor.

Paul F. Dice
Secretary/Treasurer

Date