

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

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, July 22, 2011 at Maurice View Plaza Community Room, 1 E. Vine Street, Millville, New Jersey. The meeting convened at 5:00 p.m.

Chairman Tomlin announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Chairman Brian Tomlin, who announced the meeting was being conducted under the Open Public Meetings Act.

Chairman Tomlin opened the meeting by expressing the Board's sympathy over the recent passing of Commissioner Herb Kelley. A moment of silence was observed by all.

Board Secretary, Paul Dice, proceeded to call the roll at this time. Present were: Commissioner James Parent, Commissioner Larry Miller and Chairman Brian Tomlin. Commissioner McCarthy and Commissioner Ring were absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, residents and members of the press.

Chairman Tomlin asked for a motion of approval for the June 28, 2011 minutes. Commissioner Miller 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 \$4,966 for June 2011. On a cumulative fiscal year to date basis (10/1/10 – 5/30/11) all lines posted a positive net income of \$354,054. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a positive net income of \$8,747 for June 2011. On a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$98,748.

The Assisted Living Program posted a positive net income of \$2,883 in June 2011. On a cumulative fiscal year-to-date basis, the ALP posted a positive net income of \$20,450.

Holly City Property Management posted a positive net income of \$2,883 for June 2011. On a cumulative fiscal year-to-date basis, the HCPM posted a positive net income of \$13,526. HCPM is now performing landscaping services for the MHA in addition to providing janitorial services.

Outsourcing of Assisted Living

We are awaiting approval from the State of New Jersey, Dept. of Health and Senior Services to transition the ALP to Caring, Inc. It could take up to 90 days. Caring, Inc. has now interviewed all of our ALP employees. Many have job offers. We expect that the majority of the workforce will receive employment offers. Caring, Inc. management addressed ALP clients at two meetings at JCP and RVW. They assured everyone services would continue uninterrupted. The clients seem very pleased with some of Caring's new initiatives such as expanded activities programs and transportation to shopping and offsite activities via Caring vehicles. Solicitor Robinson remarked that the awarding of this contract is a wonderful example of how creative the Executive Director, Paul Dice, and his team are and how they have turned things around. This is a great opportunity for our clients, ALP employees, and a new revenue stream for the MHA. It is a win-win situation. Teresa Stiles, ALP union representative, said she is very happy with the Caring, Inc. management and believes they will be better for our current clients. She can't wait to work for them.

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

In addition to the \$100,000 loan from Century Savings Bank, we just received approval from the Cumberland Empowerment Zone for a \$50,000 loan. A commitment letter is in the board packets and a resolution authorizing staff to execute will be voted upon tonight. Solicitor Robinson advised the finalized plans will be going before the Planning Board on August 4th. Our architect, John Pederson, is preparing a request for proposal for construction bids. We hope to solicit bids within the next 4 weeks.

Nutrition Program – Holly Berry Court

Jane Whilden and Allison Corson reported the tenants banded together and decided to participate in the Summer Food Program at Holly Berry Court. They are running the entire program and will be feeding the children breakfast and lunch throughout the summer.

New Commercial Tenant at Jaycee Plaza – Fox Rehabilitation

We have a verbal agreement to lease the 930 sq. ft. office suite along Main Street in Jaycee Plaza to Fox Rehabilitation. The lease and a resolution authorizing staff to execute same is in the board packets.

Section 8

Jessica Gonzalez reported the Section 8 Housing Choice Voucher Waiting List has been open the month of July. It closes on July 31st. So far, we have received over 700 applications for this waiting list.

Holly City Family Center

Janet Reeves advised the HCFC has been very busy this summer. Their day camp has averaged 24 – 31 children per week. Additionally, the local day-care centers have been bringing their children to swim. Everything has been going very smoothly.

Senior Services

Dorothy Conti advised we were recently monitored and audited by the PEER Grant personnel and the SSBG grant was reviewed. Everything went smoothly. She is starting a monthly meal program at Ferguson Court beginning on August 12th. There are currently 55 clients in Senior Services.

JAYCEE Plaza Office Space

Secretary Dice advised the Turnersville Medicine and Geriatrics group is hoping to open on August 1, 2011. The office is beautiful. All of our seniors can take advantage of having a physician in our building –as well as the citizens of Millville.

Secretary also advised there may be a buyer interested in our property at 909 Leonard Drive.

The monthly payables were presented for approval at this time:

Resolution #33-2011

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 34-2011

Approving a Contract Award for Human Resource Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution# 35-2011

Approving 2011 Agency Plan Submission for the MHA

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 36-2011

Approving the Calculation of the 2011 FY Operating Fund Subsidy
1/2011 to 12/31/2011

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #37-2011

Approving MHA 2012 Budget Resolution for the State of New Jersey
10/01/2011 to 09/30/2012

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 38-2011 Approving the Negotiation of a Lease for a Tenant at Jaycee Plaza

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

Resolution# 39-2011 Approving the 2011 Capital Fund Program

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Chairman Tomlin asked if there was any old or new business. There was no old or new business. Commissioner Parent commented that he thought the Board should present Commissioner Kelley's wife with either a proclamation or plaque commemorating Commissioner Herb Kelley's service to the Millville Housing Authority.

Chairman Tomlin advised at 5:30 p.m. they would recess the MHA public meeting to go into the HCDC meeting.

At 5:37 p.m. Chairman Tomlin advised the MHA Board meeting was back in session and asked for a motion to go into closed session.

Resolution #40-2011 Approving the Closed Session on July 22, 2011

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

At 6:05 p.m., there being no further business, Chairman Tomlin asked for a motion to adjourn the public meeting. A motion to adjourn was made by Commissioner Parent at 6:05 p.m. Commissioner Miller seconded. All present were in favor.

Paul F. Dice
Secretary/Treasurer

Date