

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
August 23, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, August 23, 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.

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 Dianne McCarthy and Commissioner Paula Ring. 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 July 22, 2011 minutes. Commissioner Miller made the motion and Commissioner Parent seconded. Commissioners McCarthy and Ring abstained. All others present were in favor.

**EXECUTIVE DIRECTOR'S REPORT**

Combined, the MHA lines of business posted a positive net income of \$57,990 for July 2011. On a cumulative fiscal year to date basis (10/1/10 – 7/31/11) all lines posted a positive net income of \$411,781. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a positive net income of \$4,472 for July 2011. On a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$103,220.

The Assisted Living Program covered its overhead costs for July 2011 and even paid \$13,700 toward its debt to the MHA for FY 2011. It still owes \$2,500 more for 2011 and an additional \$25,000 for FY 2010. We broke the programs net income even for July 2011 through paying down its FY 2011 debt to the MHA. It has \$20,365 accumulated in net income for cumulative fiscal year to date.

**ASSISTED LIVING PROGRAM**

We are still waiting approval from the State of New Jersey, Dept. of Health and Senior Services to transition the ALP to Caring, Inc. Operations are continuing to run smoothly and without interruption in the meantime. We have reached out to Senator Van Drew to see if he can help get this transition on the State's priority list.

## **Mandated Health Insurance and Pension Changes**

Allison Corson advised the board on how the recent changes (Chapter 78) will affect MHA employees. Pension reform takes place October 1, 2011 with rates going from the current 5.5% of salary to 6.5% contribution. Over the course of the next seven (7) years, the contribution rate will increase by 0.14% until it reaches 7.5%.

The Healthcare reform that's coming soon is based on both salary and the cost of the employee's current healthcare policy. In a nutshell, employees will be asked to pay a percentage of the cost of their health insurance premium. The percentage they will pay is based on what their salary level is and whether or not they have Family Coverage, Adult & Child Coverage, or Individual Coverage. This cost includes medical, prescription, dental and vision coverage. For example: an employee making \$21,000 per year with Family Coverage must pay 3% of the cost of the premium. Our family coverage costs about \$21,000 per year; therefore the employee will pay \$630 per year for his coverage. This will be phased in over a 4 year period at 25% increments each year until the employee reaches the 3% level.

Employees with less than 20 years of service on June 28, 2011 will have to pay a percentage of their benefits at retirement. We are required to set up a Flexible Spending Account for employees to be able to set aside a portion of their earnings to pay for qualified medical expenses.

## **Replacement for Resident Commissioner Herb Kelley**

Secretary Dice advised there is a resolution authorizing staff to solicit nominees from each of our Resident Councils to fill Commissioner Herb Kelley's seat on the Board.

## **Holly City Property Management**

Secretary Dice advised we are considering transitioning HCPM from its current status as a trading arm of our not for profit company-HCDC-into a limited liability corporation. Solicitor Robinson advised a new board would have to be established in order to do so and feels there would be a loss of control.

## **HUD's Annual Building Inspections**

Ivy Evans reported our HUD inspections will begin on October 4, 2011. The maintenance crew has been aggressively attacking any issues at our buildings. Staff was sent for special training to insure they know the Uniform Physical Condition Standards set by the Federal Government. Ivy advised our PHAS score last year was 87. We need to receive a score of 90 to be a "high performer". Secretary Dice advised we will be working with our Accountant to help us get our financial indicators up this year.

## **Weatherization Grant**

Secretary Dice reported we have received \$304,000 worth of energy saving initiatives from the Native American Advancement Corporation –the State’s weatherization representative. They are currently working at Holly Berry Court. We know they will be replacing electrically inefficient refrigerators with energy star units at HBC.

### **Holly City Family Center**

The planning board approved our construction application for the new aerobics room. Architect John Pedersen passed out the architectural drawing of the building for the Board members to review. We are scheduled to publish the RFP on 9/2/11 and hoping to break ground in mid to late November. Board members had questions regarding the flat roof, windows, drains and fire suppression system. After much discussion, Secretary Dice asked the architect to get a quote for installing a fire suppression system. The fire suppression system is not required; however, the Board had questions regarding the impact it would have on the HCFC business if this building did burn down.

### **Lease Enforcement**

John Mazzeo advised Lease Enforcement is currently working on two big cases with Solicitor Robinson. He knows there are still some drugs running through HBC.

### **Section 8**

Jessica Gonzalez advised our Section 8 spending ratio for the month of July was 102%. Secretary Dice advised we are averaging 98% year to date –which is where we need to be.

The monthly payables were presented for approval at this time:

#### **Resolution #41-2011**

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Miller

Roll Call: Unanimous with Commissioner Miller abstaining on check #7974

#### **Resolution# 42-2011**

Approving the By-Laws for the Millville Housing Authority

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous

Resolution# 43-2011

Authorizing the Executive Director to Solicit a Replacement for  
Commissioner Herb Kelley

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 44-2011

Approving the Signatories of the Banking Accounts

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. There was no public comment.

Chairman Tomlin asked for a motion to adjourn the MHA public meeting at 6:10 p.m. Commissioner Ring made a motion to adjourn the MHA public meeting. Commissioner Parent seconded. Roll Call: Unanimous.

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Paul F. Dice  
Secretary/Treasurer

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Date