

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
September 27, 2011

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 27, 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 August 23, 2011 minutes. Commissioner Miller made the motion and Commissioner Ring seconded. All others present were in favor.

EXECUTIVE DIRECTOR'S REPORT

Combined, the MHA lines of business posted a positive net income of \$78,990 for July 2011. On a cumulative fiscal year to date basis (10/1/10 – 8/31/11) all lines posted a positive net income of \$496,399. We continue to operate the MHA without having to deplete reserves.

The Holly City Family Center posted a negative net income of \$739 for Aug. 2011. On a cumulative fiscal year-to-date basis, the HCFC posted a positive net income of \$103,481.

The Assisted Living Program covered its overhead costs for August 2011. It has \$40,302 accumulated in net income for the 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.

Requests for Proposals

We publically advertised RFP's for legal services, architects and auditors. We are

recommending contracting with Robinson and Andujar for legal services, John Pederson as architect and Polcari and Company for auditors. The resolutions are in the board packets.

Property Occupancy Rates

Ivy Evans advised there is an overall 97% occupancy rate for all of our properties. This does not include scattered sites.

Ivy also advised our overall budget variances for the month were favorable, but they were a little skewed because of electric bills. She also noted that expenses will be up next month because we are getting ready for REAC. She explained there is a new rule this year regarding inspections. If we score high enough, we will not get inspected again for 3 years. The HUD inspections will take place the first two weeks of October.

PHAS

Secretary Dice advised we are trying to find out what it means to be a high performer vs. a standard performer for HUD. It takes a score of 90 or above to be a high performer. Our last score was an 87. We have brought in our fee Accountant and Auditor to help us with the calculations and we will share the 3 ratios with you.

Lease Enforcement

John Mazzeo advised there are 4 cases going to court tomorrow for eviction. Solicitor Robinson advised we are ratcheting down on habitually late payers and holding them accountable. We are trying to instill a culture of compliance. Secretary Dice explained the cost in lawyer fees and lease enforcement is significant, but we are looking at this as an investment that will pay off in the end. The Holly City Family Center may now chase those members who do not have money in their accounts when they are automatically debited.

Section 8

Jessica Gonzalez advised our Section 8 spending ratio for the month of August was 100%. She just completed agreements with tenants to ensure they are paying 40% of their income.

Salary/Benefit Comparison

Allison Corson advised a study was done to show what the MHA was paying employees in August 2008 vs. August 2011. There were 42 full-time employees and 28 part-time employees in August 2008. Their salary plus benefits equaled \$166,142.20 for the month.

In August 2011 we had 33 full-time employees and 12 part-time employees. Their salary plus benefits equaled \$151, 936.77. We are now seeing a total savings of \$14,205.43 per month or \$170, 460.00 per year.

She further advised that when the Assisted Living Program is acquired by Caring, Inc, the MHA will have a total of 22 full-time employees and 4 part-time.

Caring, Inc.

Secretary Dice advised the employees who will be hired by Caring, Inc. will continue to have health benefits while they are in their 90 day probation period with Caring. An agreement was made where Caring will pay for 60% of the COBRA payment and the MHA will pay for 40% of the COBRA payment.

The monthly payables were presented for approval at this time:

Resolution #45-2011

Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Ring

Roll Call: Unanimous with Commissioner Miller abstaining on check #8069

Resolution# 46-2011

Approving a Contract for Architectural Services

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 47-2011

Approving a Contract for Auditing Services

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution# 48-2011

Approving a Contract for General Legal Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

Roll Call: Unanimous

Resolution#49-2011

Approving a Contract for Tenant Landlord Legal Services

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

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 5:30 p.m.
Commissioner Ring made a motion to adjourn the MHA public meeting. Commissioner Parent
seconded. Roll Call: Unanimous.

Paul F. Dice
Secretary/Treasurer

Date