

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
September 26, 2017

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 26, 2017 at Riverview West Community Room, 100 Riverside Drive, Millville, New Jersey. The meeting convened at 5:00 p.m.

Chairwoman Paula Ring announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Chairwoman Ring who announced the meeting was being conducted under the Open Public Meetings Act.

Allison Corson, Director of Administration proceeded to call the roll at this time. Present were: Commissioner James Parent, Commissioner Larry Miller, Commissioner Robert Barrett, Commissioner Robert Tesoroni and Commissioner Paula Ring. Commissioner Finch was absent.
* Commissioner Finch arrived at 5:17 p.m. Also present were MHA Solicitor Matt Robinson, MHA staff, and residents.

Chairwoman Ring asked for a motion of approval for the August 22, 2017 minutes. Commissioner Miller made the motion to approve the minutes and Commissioner Parent seconded. All others present were in favor.

ELIMINATION OF CFO POSITION

Secretary Dice advised the Chief Financial Officer position had been eliminated on September 6, 2017. A deal was negotiated with Polcari and Co. to handle all of the duties for \$58,200 per year. The current contract will run from 9/1/2017 to 8/31/2018 with an option to renew for one (1) year at expiration. Payments will be made at a rate of \$4,850 per month. Tony Polcari was introduced and advised he had started approximately 2 weeks ago. He is hoping to have the financial statements for August out next week. He believes the September 30th financials will be available by the October 24, 2017 meeting. He further advised he and his staff are currently looking at our systems and are hoping to streamline the operation.

Secretary Dice introduced Denise Smith and said she will remain a part of the Accounting Department. Secretary Dice said his goal is to connect the MHA program to finance in a new way. He wants more talk about what we're doing to push down costs. Tony Polcari advised he discussed the initial bid received from Hymanson, Parnes & Giampaolo for Auditing Services and got him to come down over \$16,000 for both MHA and HCFC combined.

OCCUPANCY

Secretary Dice reviewed our properties and the current occupancy percentages. The three-bedroom apartments are still a problem filling at Holly Berry Court. Betsy Loyle advised Maurice View Plaza is only at 86% occupancy. Three apartments will be filled very soon, but three more evictions in the near future will open up three more apartments.

RFP RESPONSES

Secretary Dice advised we publicly advertised for the positions of General Counsel, Landlord/Tenant Counsel and Auditor. The following awards are recommended:

1. General Counsel – Robinson and Robinson (\$145.00 hour)
2. Landlord/Tenant Counsel – Robinson and Robinson (\$145.00 hour)
3. Auditor MHA - \$11,995.00
4. Auditor MHA - \$4,550.00

FLAT RENTS

Secretary Dice advised HUD sets Fair Market Rates. These are rents public housing authorities charge tenants who are over the income limits set by HUD for receiving subsidized housing. In the past the MHA Flat Rents were set at 90% of FMR. Secretary Dice is recommending that we change that to 100%. Betsy Loyle advised the MHA currently has only two tenants recertify at flat rate. Commissioner Tesoroni asked if the tenants get notification of rent changes. Betsy advised tenants are told they must report to office if they make more money or lose a job. Rent is readjusted every year during re-certification and the new rent rate kicks in after 30 days. Commissioner Barrett asked if rent changes based on going from one of our buildings to another. Betsy advised the rent would stay the same as long as the tenant's income stays the same. There could be a change based on utilities; however, rent decreases if the tenant must pay utilities.

OFFICE MOVE

Secretary Dice is thinking about moving the main office to JCP. This would allow the MHA to put an apartment back on-line at MVP. We are currently considering this.

INFORMATION TECHNOLOGY

Kevin Timm advised he and Betsy have been renegotiating some of our standing contracts trying to save additional money. We are looking to change our property management system. Yardi is now geared toward multi-family and for-profits. Tony Polcari stated PHA Web is much easier for property managers to utilize. Kevin said the financial component for PHA Web is free of charge!

At this time, Chairwoman Ring announced there were resolutions to approve:

Holly City Family Center meeting. Commissioner Miller made a motion to adjourn and Commissioner Parent seconded. All present were in favor.

At 5:37 p.m. Chairwoman Ring advised the MHA was back in session.

Chairwoman Ring asked if there was any new business. There was not.
Chairwoman Ring asked if there was any old business to discuss. There was not.
Chairwoman Ring asked if there was any public comment. There was not.

At 5:38 Chairwoman Ring said we were going into a Closed Executive Session.

Resolution #37-2017 Resolution Authorizing a Closed Executive Session

Roll Call Vote:

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

At 6:00 p.m. Chairwoman Ring advised we were back in MHA open session. She advised there is a resolution to vote on.

Resolution #38-2017 Resolution Approving a Separation Agreement with Mitchell Moore

Roll Call Vote:

Motion: Commissioner Tesoroni
Second: Commissioner Barrett
Roll Call: Unanimous

At 6:01 p.m. Chairwoman Ring asked for a motion to adjourn the MHA meeting. Commissioner Parent made the motion and Commissioner Barrett seconded. All present were in favor.

Paul Dice
Secretary

Date