

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
January 23, 2018

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, January 23, 2018 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 and conducted under the Open Public Meetings Act.

Chairwoman Ring welcomed new board member Heather Santoro. She advised the first item of business was to authorize her appointment to the Millville Housing Authority Board of Commissioners:

Resolution #01-2018 Authorizing the Appointment of Heather Santoro to the MHA Board of Commissioners

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Barrett

Roll Call: Unanimous

Paul Dice, Executive Director proceeded to call the roll at this time. Present were: Commissioner Heather Santoro, Commissioner Larry Miller, Commissioner Robert Tesoroni, Commissioner Robert Barrett and Chairwoman Paula Ring. Commissioner Dale Finch was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, and residents.

Chairwoman Ring asked for a motion of approval for the December 5, 2017 minutes. Commissioner Tesoroni made the motion to approve the minutes and Commissioner Miller seconded. Commissioners Ring, Barrett and Santoro abstained. All others present were in favor.

Financials

Tony Polcari stated the MHA properties and central office combined posted \$37,505 in negative net income in December 2017. Year-to-Date there is a positive net income of \$60,247. He stated MHA is solvent with 1.6 million in cash & assets. We have twice as many assets as we have current liabilities. He said there are two large payments coming up soon (\$113,00 for Joint Insurance Fund and \$135,000 for Pension Fund). However, he believes we can make these payments. Secretary Dice pointed out that there is \$660,000 from a JCP insurance settlement in a central savings account that has never been touched. He further stated the Commissioners would be well advised in advance if we should ever get to the point where we need to touch these reserves.

Occupancy

Secretary Dice reported that all three-housing authority's (Millville, Salem & Wildwood) have taken a hit in occupancy levels the last few months. He noted that Millville's scattered sites are at 89%. He explained that only one site is vacant. There are three units that are uninhabitable. We recently secured Demolition/Disposition approval from HUD for 2 of the 3. Secretary Dice would like to sell the properties instead of demolishing them.

Longevity

Secretary Dice estimates there are 9 MHA employees who receive longevity. We ended the policy of offering longevity to new employees in April 2013. Secretary Dice would like to propose a one-time voluntary option of allowing people to roll the benefit into their base salary because it is pensionable.

Property Management Software

Betsy Loyle advised Kevin Timm has been working with PHA Webb on the PHA side of their software. They are seeing a vast improvement in activity. Staff training has begun and the PHA Webb staff has been impressed with how quickly our staff is learning. Kevin advised there will be a clean cut-off between our Yardi program and PHA Webb in early February.

Moves/Changes

Secretary Dice advised our current lease with the Cumberland County Department of Health at Maurice View Plaza is for \$60,720 per year. He recently wrote to them regarding the lease and found out they are expanding and looking for additional space. We offered them our current office space at MVP and they are interested. Rent will now be \$83,000 per year. The MHA staff will relocate to offices at Jaycee Plaza. Secretary Dice pointed out that the 29 apartments at Maurice View Plaza do not bring in enough rent to cover the building. This additional rent will be very helpful. He is hoping the lease will be effective March 1, 2018. Commissioner Tesoroni asked if utilities are covered in the monthly rent. Secretary Dice advised the area is not separately metered and believes the flat fee in the monthly rent will cover the utilities most of the time. There will be times it may not. He advised we will be looking at this closely.

Shared Services

Secretary Dice reported the MHA is now one year through a two-year contract with both SHA and WHA. He did not raise the management rates this year because he did not believe either housing authority could afford it. Secretary Dice has no reason to believe either housing authority has any issues with our management and will renew contracts next year.

Fleet Maintenance

Secretary Dice advised the new City Administration may be receptive to take another look at shared services with the MHA regarding Fleet Maintenance. He also discussed looking at snow removal and IT shared services. He will continue talking to the new administration.

NJ Department of Community Affairs

Secretary Dice reported the DCA recently offered 5.6 million in a grant rehabilitation or redevelopment of affordable housing. He reviewed the RFP and found an exclusion for the “Development, operations or modernization of public housing” prominently displayed. The MHA will not be able to apply for this grant.

Housing Choice Vouchers

Jessica Gonzales advised the MHA is continuing to lease up. With Section 8, if we don't spend the money – we lose it. There are currently 5 or 6 vouchers in search. Secretary Dice explained to new Commissioner Santoro about the move on August 31, 2017 that changed our project-based vouchers at Oak View Apartments to tenant-based vouchers. To date, only two residents have left Oak View and took their voucher elsewhere.

Succession Planning

Secretary Dice has asked Tony Polcari to develop a written manual showing MHA workflows. He stated the MHA needs to plan for staff turnover/succession.

MHA Liaison

Commissioner Barrett asked if a replacement liaison from the City Commission has been named by the new City Commission. Commissioner Miller said he attended a meeting where a resolution was approved naming James Parent as the City Commission liaison to the MHA.

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

Resolution #02-2018 Approving the Payment of Bills for January 2018

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Tesoroni

Abstain: Commissioner Miller Check #15319

Commissioner Tesoroni Check #15280

Roll Call: Unanimous

Resolution #03-2018 Resolution Approving an Employee Opt Out Option for Longevity Payment

Roll Call Vote:

Motion: Commissioner Barrett

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #04-2017 Resolution Approving a Professional Risk Management Consulting Service

Roll Call Vote:

Motion: Commissioner Barrett

Second: Commissioner Miller

Roll Call: Unanimous

Chairwoman Ring asked if there was any new business. There was no new business.

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

Chairwoman Ring asked if there was any public comment.

Resident John Hall complained that the outside pole lights at RVW are not working.

Additionally, some of the city street lights are out. Betsy Loyle will follow-up.

Resident Rose Walsh stated she was in the hospital for four months and during that time her apartment was robbed several times. She lives in Apartment 6M at RVW. She did not advise the staff, but said she called the police. Secretary Dice told this resident that we do have security cameras in the hallways and she should report incident to staff as well. Ms. Walsh further stated someone is saying that her son is living with her and she is receiving letters. Solicitor Robinson advised this resident to call her attorney.

Another RVW resident complained the snow removal at the complex is not adequate. Betsy Loyle explained our contractor will not remove snow until it has completely stopped snowing. She said she thinks Team Reed is doing a good job salting the property the day before predicted snowfall.

At 5:52 p.m. Chairwoman Ring adjourned the MHA meeting to go into the Holly City Family Center Meeting. Commissioner Miller made the motion and Commissioner Barrett seconded. All present were in favor.

Paul Dice
Secretary

Date