

MINUTES OF A REGULAR MEETING

OF THE HOUSING AUTHORITY

OF THE CITY OF MILLVILLE

November 27, 2018

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, November 27, 2018 at the Jaycee Plaza Community Room. 122 East Main Street, Millville, NJ. The meeting was 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 Meeting Act.

Allison Corson, Director of Administration, proceeded to call the roll at this time. Present were: Chairwoman Paula Ring, Commissioner Larry Miller, Commissioner Robert Tesoroni, Commissioner Heather Santoro, Commissioner Kristina Townsend, Commissioner Charles Flickinger. Also present were MHA Solicitor Arnold Robinson, MHA Staff and residents.

Chairwoman Ring asked for a motion of approval of the October 23, 2018 minutes. Commissioner Townsend made the motion to approve the minutes and Commissioner Tesoroni seconded. Commissioner Miller and Santoro abstained. All others present were in favor.

**Financial Summary**

Secretary Dice indicated that the fiscal year ending 9/30/18 was closed out. For the month of September the MHA posted \$18,370 in positive net income. The MHA has accumulated \$97,252 in positive net-income year-to-date.

Secretary Dice is very pleased with the year-end financial position. He emphasized the important role that the revenue streams generated, in addition to the federal funding for the overall financial stability. For example, Salem and Wildwood shared services agreements, commercial rent (Cumberland County Dept. of Health and Caring Inc.), the assisted living program and antenna rental. The commercial rental in particular is an integral part of who we are today.

**Occupancy/Operations**

The overall occupancy rate has improved and now it at 96%. The goal is 98%. The flow from the Central Office to the properties has gone from \$120,000 to \$70,000. This indicates that the properties are

becoming more self-sufficient. Pulling money out for safe and sanitary conditions helps improve and allows us to get where we want to be. We know that we have farther to go.

Betsy Loyle reported on current project and issues.

With all the rain we have been getting there are some roof issues with the Maurice View Plaza/HCFC building. A roofer will be coming out on 11/2/18 to look into this.

The elevators repairs at Jaycee Plaza are still in progress. They are currently waiting on the supplier for the necessary equipment.

There are no other big issues at this time. Paul and Betsy will be getting together to discuss what projects will be worked on next.

Commissioner Tesoroni asked about the roof situation at the two High Rises. It was discussed that Riverview West is a more expensive project due to the HVAC system on the roof. Riverview East needs to be addressed according to the architect.

### **Assisted Living Program (ALP)**

The ALP operating agreement with Caring is due for renewal. The updated agreement will contain four revisions.

1. Increases the amount paid per person from \$37.95 to \$40.71. The increase is retroactive to 7/01/18. This is the date that Caring received the increase from Medicaid.
2. Includes the provision that the MHA will automatically receive a per person increase per month if Caring receives an increase.
3. Contract termination date is extended to 12/31/20 with options for renewals for 10 years thereafter.
4. Authorization for Caring to commence ALP operations at Riverview East.

We also have a commercial lease with Caring for the rental of office space at Riverview West (RVW) and Jaycee Plaza (JCP). This lease runs through 2032. Caring will also need rental space for Riverview East. We are offering a two-year lease with rent of \$6,300 per year plus a flat utility fee of \$100 per month. The contract contains an automatic rent escalation provision in the event Caring receives an increase from any funding source.

### **Social Day Care**

Caring Inc. also runs a Social Day Care program for their assisted living patients at Jaycee Plaza. They do not pay a per person fee for this. They do pay rent for dedicated office space. The current lease is due to be renewed. The new lease will extend the termination date to 12/31/19 with options for annual renewals for 10 years thereafter.

Chairwoman Ring commented on the positive feedback she has heard regarding the program.

Joseph Dougherty from Caring Inc said the MHA is one of the nicest and easiest places they have worked.

### **Renewal of Shared Services Agreements**

The Wildwood Housing Authority Board of Commissioners approved a 3-year contract extension that includes a 3% increase. The annual contract increased from \$84,048/yr. to \$86,569/yr. The contract contains a provision for annual reopeners to discuss the contract rate.

The Salem Housing Authority contract is also up for renewal. This should be addressed in December as a new member has been approved for the board. They have expressed satisfaction with our work so there is confidence that the contract will be renewed. We will be proposing a 2-year term with no initial increase in the rate. They are a financially troubled authority that cannot afford to pay more than they do now. The new contract will contain a reopener provision to revisit the contract rate on 12/31/19.

### **New Jersey Juvenile Commission**

The Juvenile Justice Commission, along with the Cumberland County Prosecutor's Office, and the Bridgeton, Millville and Vineland Housing Authorities are hosting a Key Leadership Forum on Monday, December 3, 2018. This forum will be held at Holly Berry Court from 6-7pm. The Juvenile Justice Commission is introducing a program to address gang issues and behavior in our community. We have invited elected officials and other key community leaders to attend. Bridgeton and Vineland will be hosting similar events in the near future.

### **Executive Director's Employment Contract**

Paul Dice's ED contract had a re-opener provision for 9/21/18. He waited until the fiscal year end to review his contract to ensure that the MHA was in a position to consider a renegotiation. Given the current financial position he has requested a 3%, the same that was given to all the staff members. This increase would be retroactive to 9/21/18.

It was announced that Kevin Librizzi, Director of Information Technology would be leaving. He has accepted a position with another company. His last day would be 11/30/18. He is wished all the best. We have already set up meetings with several IT groups to fill Kevin's vacancy. A decision who to use would be made by Thursday 11/29/18. We will be calling the board to do a straw poll. Kevin may continue to do some work on evenings and weekends.

Allison will be retiring at the end of December. Karen has been training with her for the past 2 months.

Tony Polcari spoke to the board. He stated that the yearend close was complete. He further advised HUD scores our authority based on our financials. We were given a standard rating which is a very good score and hard to achieve these days.

After a lengthy transition to PHA-Web, this month all entries were completed by Denise and Nick. This frees Tony up to work on special projects with Paul. For example, RAD conversion. The Capitol needs assessment for this has already been completed. At the January board meeting they will have the information to present their analysis on whether this option is feasible. HUD has presented this alternative in funding and we need to determine if this is a way we should be going.

Secretary Dice thanked Yolanda Mendibles for her work in both Salem and Millville. He also thanked Jessie Gonzales for her work with the Section 8 program.

Chairwoman Ring advised there were resolutions to approve:

Resolution #35-2018 Authorizing the payment of bills for November 2018

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Tesoroni

Roll Call: Unanimous

Resolution #36-2018 Resolution Approving a Lease Amendment for Assisted Living Services with Caring Inc.

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Santoro

Roll Call: Unanimous

Resolution #37-2018 Resolution Approving the Commercial Lease Amendment with Caring Inc.

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #38-2018 Resolution Authorizing the execution of a New Lease Agreement with Caring Inc.

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #39-2018 Resolution Authorizing Contract for Executive Director and Management Service with the Wildwood Housing Authority.

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Tesoroni

Roll Call: Unanimous

Resolution #40-2018 Resolution Approving the Employment Agreement Amendment Between the Millville Housing Authority and Paul F. Dice.

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Miller

Abstain: Commissioner Santoro, Commissioner Flickinger

Roll Call: Unanimous

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.

Maryann Chance said there was a lack of communication regarding when and where the board meetings are being held. The residents didn't find out about the meeting until the day of and then had to cancel church services. She also stated that the smoking rules need to be enforced. People are still smoking in their rooms. She asked to have notices posted on all the doors. She stated that she moved here 13 years ago and if she could, she'd now move out.

Tenant Anthony stated that there are no rules at JCP. When he complains he said he always gets the same answer, that we're working on it.

Patricia Rodriguez is having key card issues. She can't get out of the building.

Tenants are upset that they are finding drugs in the building, prostitutes are going in/out of the building.

Secretary Dice told the residents present that the drug and prostitute issues have been turned over to the Police. We have to rely on Police, even if we have not seen the outcome that we want. He is not arguing over the complaints. We will continue to work with Law Enforcement.

At 5:58 pm Chairwoman Ring adjourned the MHA meeting to go into the Holly City Family Center Meeting. Commissioner Miller made the motion and Commissioner Santoro Seconded. All present were in favor.

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Paul Dice  
Secretary

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Date