

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
September 27, 2016

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, September 27, 2016 at Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:00 p.m.

Chairman Brian 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.

Allison Corson, Director of Administration, proceeded to call the roll at this time. Present were: Commissioner James Parent, Commissioner Larry Miller, Commissioner Dale Finch, Commissioner Paula Ring, Commissioner Kim Ayres and Chairman Brian Tomlin. 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, 2016 minutes. Commissioner Ring made the motion to approve the minutes and Commissioner Miller seconded. All others present were in favor.

FINANCIALS

For August 2016, the MHA posted a negative net income of \$4,111.00. Our year-to-date net income is a positive \$131,413. We continue to operate the MHA without having to access reserves. Secretary Dice advised we did pay off the HCDC building mortgage using central office funds. Our loss was due largely to costs associated with the preparation process for the federal physical inspections.

Director of Operations, Betsy Loyle, advised we had no choice but to spend money to prepare for these inspections. It is now very difficult to pass REAC or score high enough to avoid going through yearly inspections. Our high-rises have good bones, but both RVE and RVW need new roofs. At RVW there is water coming in. We were hit for mold during the inspection at RVW. We will have to replace that roof next year. Ms. Loyle advised there is one more inspection to go through on October 11th at MVP and Scattered Sites.

OCCUPANCY

Secretary Dice advised all of our units are filled above 98% except for Jaycee Plaza which is now at 97%.

PROPERTY MANAGEMENT CHANGES IN ACOP/MHA LEASE

Betsy Loyle discussed specific changes that need to be adopted by resolution to the MHA Admissions and Continued Occupancy policy. She specifically discussed the definition of extremely low income which HUD now defines so that it increases access to working-poor families. Secretary Dice explained the Earned Income Disallowance incentive program which formally allowed people who gain employment to forego rent increases for four years. That has now changed to two years. PHA's may now select the percentage of disallowed income in year two. We recommend a 100% disallowance so that the incentive to work remains high.

PERSONNEL POLICY CHANGES

Allison Corson reported on mandatory changes to our personnel policies required by the Joint Insurance Fund and changes that the MHA would like to make. In particular, we will be allowing employees to carry over 6 days of vacation per year instead of two times their annual vacation allotment. On December 31, 2016 those employees with vacation time that exceeds the 6-day roll-over, will have this time frozen at their current rate of pay and they will be paid for that vacation time when they resign, retire or are terminated from the MHA. Beginning in January 2018, employees will be paid for any vacation time they have unused after rolling over the 6 days.

Operating Subsidy

Mitch Moore passed out a chart showing the levels of our operating subsidy from HUD over the course of the year. He pointed out that the subsidy has gone up a few times this year!

Chairman Tomlin advised there were resolutions to approve:

Resolution #29-2016 Approving the Payment of Bills for September 2016

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Ring

Abstain: Commissioner Miller abstained on check#13854

Roll Call: Unanimous

Resolution #30-2016

Resolution Adopting the Changes and Corrections to the Admissions and Continued Occupancy Plan for the MHA

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #31-2016

Resolution Adopting the Changes and Corrections to the Housing Choice Voucher Administrative Plan

Roll Call Vote:

Motion: Commissioner Finch

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #32-2016

Resolution Adopting the Changes and Corrections to the MHA Tenant Lease

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #33-2016

Resolution Adopting the Changes to the MHA Personnel Policy & Procedure Manual & Employee Handbook as recommended by JIF

Roll Call Vote:

Motion: Commissioner Ring

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #34-2016

Resolution Adopting the Changes to the MHA Personnel Policy & Procedure Manual & Employee Handbook

Roll Call Vote:

Motion: Commissioner Finch

Second: Commissioner Parent

Roll Call: Unanimous

Chairman Tomlin asked if there was any old business. There was no old business.
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Chairman Tomlin asked if there was any public comment. There was no public comment.

At 5:34 pm Chairman Tomlin asked for a motion to adjourn to go into the Holly City Family Center meeting. Commissioner Parent made the motion and Commissioner Miller seconded. All present were in favor.

At 5:37 Chairman Tomlin asked for a motion to go into Closed Session.

Resolution #35-2016

Resolution Closed Executive Session

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Miller

Roll Call: Unanimous

At 5:50 p.m. Chairman Tomlin asked for a motion to adjourn. Commissioner Ring made the motion and Commissioner Parent seconded. All were in favor.

Paul Dice
Secretary

Date