

A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE

November 21, 2023

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, November 21, 2023. The meeting was held at the Riverview West community room, 100 Riverside Drive, Millville, NJ. The meeting was convened at 5:02 pm.

Chairwoman Santoro announced the Sunshine Law had been met, properly posted, and advertised and conducted according to the Open Public Records Act.

Karen Chiarello proceeded to call the roll at this time. Present were Chairwoman Heather Santoro, Commissioner Charles Flickinger, Commissioner Winfield Pettit, Commissioner Kim Ayres, and Executive Director Samantha Silvers. Also, present were Solicitor Matthew Robinson, Accountant Tony Polcari (by phone), and MHA staff.

Chairwoman Santoro asked for a motion to approve the October 24, 2023, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #41-23 Resolution Approving the Payment of Bills for November 2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #42-23 Resolution Approving a Contract for General Contractor Services
2023-2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #43-23 Resolution Approving a Health Insurance Plan for 2023-2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Executive Director Samantha Silvers presented Commissioner Kim Ayres with a proclamation thanking her for her years as a commissioner. This will be Commissioner Ayres' last meeting.

Commissioner Flickinger made a motion to recess the MHA meeting to address HCFC resolutions. Commissioner Pettit seconded. All present were in favor.

The MHA meeting was reconvened at 5:19 pm.

Financials

MHA year end position indicates that we would be able to continue operations for 6 months without any money from HUD. COCC is also in an excellent financial position. We currently have \$1.6 million in excess operating revenue over expenses. The \$780,000 capital grant pays for the roofs, windows, and doors. Our outstanding debt will be paid off in 2 years and then there will be an increase of \$170,000 per year in capital funding.

We are looking to invest \$700,000 in a CD through Wells Fargo. It is currently paying an interest rate of 4%. This will further improve operations for next year.

The HCFC currently has a \$10,000 to \$20,000 cash deficit. The COVID years need to be broken out since there was no real income received. There were grants and the PPP loan received. The MHA loan was also forgiven. Current revenue still has not gone back to pre-COVID numbers.

SHINE was down \$6,000 that the HCFC had to cover. The expense for SHINE is around \$36,000 per year. There is no money for salaries going forward. Samantha has started having conversations with the group about this.

HCFC needs to be able to continue grant income at the current level. This is about \$35,000 annually. Other possible sources of income are the City of Millville and the Canibus Transfer tax.

The MHA is spending \$65,000 to \$70,000 annually to help the HCFC.

Occupancy & Maintenance

We are currently meeting HUD's occupancy rate at 96%.

Projects

Roof replacement	JCP	<i>Nov. meeting update: The contract work and change order have been completed. Lighting ground inspection repairs were completed last week. We await the lighting ground cert as well as the roof cert prior to beginning close out. Unit 707 has been dry, so we are working to get that back online.</i>
County Emergency Telecom	JCP	<i>Nov – permitting has begun. No other news.</i>
Window replacement	MVP	<i>Nov. meeting update: Project complete. Working on close out documents.</i>
Camera upgrades	JCP, HCFC	<i>Nov. No Update.</i>
JCP Interior Door Replacement	JCP	<p>We have drafted in house an Invitation to Bid to get pricing to replace (10) doors at JCP. These are wooden doors that have become delaminated or are otherwise compromised as fire rated doors. We hope to get better pricing by bidding rather than doing this project one-by-one over time.</p> <p><i>Sept. meeting update: The bid opening was held Sept. 13. Staff are reviewing responses.</i></p> <p><i>Oct. meeting update: Jersey Architectural awarded contract. The initial</i></p>

		<p><i>on-site meeting to measure was completed. There is a 10-week lead time for the order to arrive. We will schedule installation as soon as they are received.</i></p>
--	--	---

MHA Programs

- Rowan College of South Jersey internship – we are continuing this program. Hoping for a spring intern.
- Ongoing senior swim through tenant services
- We coordinated with the NJ State Treasury department and scheduled outreach events at each development to advertise and assist with completing the ANCHOR rebate program. Turnout was good and we have received positive feedback from the tenants, who were grateful for the information and assistance.

Holly City Family Center Operations

- We implemented the rate increase effective November 1, 2023
 - o Our memberships are down about 5% from last month. We are not sure at this point if this is a result of the rate increase.
- The new Tiger Shark swim team has been going well. Millville and Cumberland Regional Swim Teams will also be added to the schedule this week.
- Current programming/rentals:
 - o Swim lessons
 - o Weight watchers
 - o Salem County Special Services
 - o MHA Tenant Services open swim times
- Events
 - o The HCFC is hosting “Drop n’ Shops” on Friday evenings which provides free child watch and activities from 5:30-8:30am
 - o We have added the Turkey Burner back for Friday 11/24.
 - o Tiger Sharks will be walking with the HCFC float in the Christmas Parade
 - o “Bring a Friend” week beginning Monday, December 4th.
 - o “Member appreciation Day” Wednesday, December 6th
 - o “Swim with Santa” will be held in partnership with the City on Fri., Dec. 1
 - o The City has sponsored a week of open swim times during the week of Winter Break
 - o We are looking to hold the 2nd annual Indoor Triathlon in early spring 2024.
-

Grants

- The HCFC received a \$10,000 community services grant from Truist Bank. The fall financial literacy class is scheduled for Monday, Dec. 4th. Schedule is as follows:
 - o Session#1
 - Coffee Conversation with Truist Bank
 - Financial Inclusion Presentation with Truist One
 - o Community Tour
 - o Session#2
 - Lunch and Learn with Seniors
 - Banking Basics
 - Truist One
 - Identify Theft Protection
 - o Session#3 – 4:30pm Start
 - Financial Inclusion Resource table for families
 - Reading Activity with Children & Holiday Card Making

Chairwoman Santoro asked if there was any old business. Commissioner Pettit asked what the status was for new commissioners to be appointed. The December meeting will be cancelled unless a new commissioner is appointed prior to the meeting date. Solicitor Robinson said that he would work Chairwoman Santoro and Samantha on this issue.

Chairwoman Santor asked if there was any new business. There was none.

Chairwoman Santor asked if there was any public comment.

Kenneth Walden – 5K – Indicated that there was a problem with mice and bugs. Yolanda Rivera advised that the MHA was scheduling special treatments for the problem. The tenant indicated that service person only treated the kitchen and bathroom. They did not do the whole apartment.

Jeremy Richter – 4M – He is having the same issues. He has been purchasing his own traps.

Mildred Taylor – 6C – She indicated that she was also having a problem with roaches. This is the first year it's ever been this bad. She also asked if there was anything that could be done about the goose droppings. They make a huge mess that gets tracked into the building by foot traffic and scooters. She asked if the price for air conditioning would be going up five dollars again in 2024. Yolanda told her that the utility allowance would not be changing in the coming year. This increase was the first in ten years. Mildred also asked about the bathrooms in the community room being locked. It was supposed to be in the evenings but has been locked all day. MHA will reevaluate this practice.

Wanda Jones – 3E – Problems with roaches. Yolanda asked if the issue has been reported. We can schedule special treatment if the staff is notified. MHA will talk to the assisted living staff to see if they can help with notifications. It was indicated that the problem seemed to have started when the new pest control company started.

Betty Jo Di Ambrosio – Can the potholes in the driveway be taken care of? MHA will get them fixed immediately.

Michael Holmes – 2I – Indicated that he is very happy with his living arrangements. He also asked if rent would be going up. Yolanda explained that rent is determined by the tenant's income. There are no regular increases in rent.

At 6:11pm Chairwoman Santoro asked for a motion to adjourn the meeting Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.