

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

July 23, 2019

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, July 23, 2019 at the Jaycee Plaza Community Room. 122 E. Main Street, Millville, NJ. The meeting was convened at 5:00 pm.

Chairwoman Ring Announced the Sunshine Law Requirement had been met, properly posted and advertised and conduction under the Open Public Meeting Act.

Karen Chiarello proceeded to call the roll at this time. Present were: Chairwoman Paula Ring, Vice Chairman Larry Miller, Commissioner Robert Tesoroni, Commissioner Heather Santoro, Commissioner Charles Flickinger, Executive Director/Secretary Paul Dice. Also present were MHA Solicitor Arnold Robinson and MHA Staff. Commissioner Kristina Townsend was absent.

Chairwoman Ring asked for a motion for the approval of the June 25, 2019 minutes. Commissioner Tesoroni made a motion to approve the minutes and Commissioner Flickinger seconded. All present were in favor.

Financial Summary

For June 2019, the MHA posted \$80,059 in positive net income. The MHA maintains \$252,954 in positive year-to-date net income. This high net income is a result of the U.S. Department of Housing and Urban Development (HUD) releasing Operating Funds that they had held back for prior months in this fiscal year. HUD had prorated our funding down to 88% through May. In June, they increased funding leading to a more favorable proration rate of 97.26%.

The Holly City Family Center posted (\$1,215) in negative net income for June 2019. The HCFC has a cumulative negative year-to-date net income position of (\$17,303). The summer camp revenue started the last week of June. They should be able to improve their net income position by the end of July.

Occupancy Rates

Our occupancy has shown marked improvement. The overall occupancy rate is 98%.

Disposition of 130 McNeal St. and 202 Sharp St.

We are still working with HUD to secure environmental approvals. As soon as that is completed, we will be able to proceed with the demolition.

Audit – FYE 9/30/2018

The audits for HCFC and MHA have been completed. The HCFC audit is more simplistic and only covers a straightforward presentation of its' financial position. It also provides a comparison of income and expenses with the prior year. The MHA's is more extensive. It included the MHA's financial position, but then goes further to discuss compliance with HUD's programs.

The MHA did well with the testing of compliance with our federal programs. The audit did not identify any deficiencies in internal control compliance that were material weaknesses.

With a positive Operating Income before Non-Operating income of \$79,790 for FYE 9/30/18, the MHA is financially sound. That figure is up from the \$37,287 we posted for FYE 9/30/17.

The HCFC finished their FYE 9/30/18 essentially the same as the prior year – 1% below breakeven. Revenue was down \$26,121 when comparing FYE 9/30/18 to FYE 9/30/17. They reduced expenses by \$26,121. Overall Excess Revenue over Expenses from Operations is negative \$6,583. This is only up \$303 from the previous FYE.

MHA Budget – FYE 9/30/2020

The annual budget that must be submitted to the State of NJ Department of Community Affairs, Division of Local Government Services has been prepared. We estimate the MHA will have revenues of \$4,637,535, expenses of \$4,484,908 and a resulting \$152,626 in positive net income.

HCFC Budget – FYE 9/30/2020

The HCFC budget has been completed and posted to the website. Despite the increase in minimum wage, the HCFC should be able to operate at essentially the breakeven point. The estimated revenues are \$470,600, expenses of \$69,300 result in \$1300 of positive net income.

Rental Assistance Demonstration (RAD) Program

We have scheduled the requisite tenant and Resident Advisory Board meetings. We will need to include a transcript of the questions and answers with our application.

Commissioner Santoro asked if the City of Millville's support was necessary at this point. She feels they should at least be notified of the process.

A formal application has not been submitted at this time. HUD used to accept a letter of interest. This was submitted and promptly returned. HUD indicated that they currently do not have a backlog of applications, so they are no longer accepting letters of interest. We will have to file a formal application. This still does not lock us into the program. We can cancel the application at any time.

Assisted Living Program at Riverview East

The State of NJ, Department of Health and Human Services inspected Caring Inc's new offices. They hope to begin services next month.

Jaycee Plaza

The elevator project has been completed. There were a few problems with the door closure mechanisms, but this was addressed quickly and corrected.

There are still problems with the fresh air handling unit that services the hallways and common areas. We are installing window air conditioners to control the elevated temperature. We are still working with the HVAC contractor to address this issue. This will likely be a large capital improvement project.

Cancellation of August Meeting

Paul requested approval to cancel the August board meeting as he will be out of town.

Chairwoman Ring advised that there were resolutions to approve:

Resolution #18-2019 Resolution Approving the Payment of Bills for the July 2019

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Flickinger

Roll Call: Unanimous

Commissioner Miller recused himself from check # 16792

Resolution #19-2109 Resolution Approving the Slate of Officers for 2019

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Santoro

Roll Call: Unanimous

Resolution #20-2019 Resolution Approving the Audit for FYE 9/30/2018

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Santoro

Roll Call: Unanimous

Resolution #21-2019 Resolution for Adopted Budget Resolution for the State of NJ for FY 10/1/19-9/30/20

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Tesoroni

Roll Call: Unanimous

Resolution #22-2019 Resolution Approving the Change in Electrical Supplier

Roll Call Vote:

Motion: Commissioner Miler

Second: Commissioner Tesoroni

Roll Call: Unanimous

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

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Chairwoman Ring asked if there was any public comment.

At 5:33 Chairwoman Ring asked for a motion to adjourn the meeting to go into the Holly City Family Center meeting. Commissioner Tesoroni made a motion and Commissioner Miller seconded. All present were in favor.