

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
September 24, 2019

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, September 24, 2019 at the Cedarview Court Community Room. 2045 Wheaton Avenue, 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, Commissioner Kristina Townsend, Executive Director/Secretary Paul Dice. Also present were MHA Solicitor Arnold Robinson and MHA Staff.

Chairwoman Ring asked for a motion for the approval of the July 23, 2019 minutes. Commissioner Tesoroni made a motion to approve the minutes and Commissioner Miller seconded. Commissioner Townsend abstained; all others present were in favor.

Financial Summary

For August 2019, the MHA posted \$41,916 in positive net income. The MHA maintains \$292,639 in positive year-to-date net income.

The Holly City Family Center (HCFC) posted (\$7,664) in negative net income for August 2019. The HCFC has a cumulative negative year to date net income of (\$15,795).

Occupancy Rates

The occupancy rate is currently at 97%.

Disposition of 309 McNeal St. and 202 Sharp

These are the scattered sites that were discussed in a previous meeting. The environmental reports have been completed and we can now submit them to HUD for approval of our demolition/disposition application. The City of Millville has put us in contact with Habitat for Humanity regarding the possibility of renovating these units. If Habitat does decide on renovating the units, we will pursue disposition. Otherwise, we will proceed with our plan of demolishing the houses and keeping the lots in our inventory.

Disposition of 643 Buck St. and 907 Buck St.

We have not discussed disposition of these properties before. However, we are seeing authorization to proceed with the demolition/disposition of these units in the same manner as 309 McNeal and 202 Sharp. This will leave us with 10 remaining scattered site locations.

Rental Assistance Demonstration (RAD) Program

We have continued our due diligence in evaluating the possibility of utilizing this program. We updated our physical needs analyses. We asked the architect to determine what work needs to be performed now, and how much we would need to invest today, in order to remain a viable ongoing concern for the next 15 years. He performed this evaluation for all 3 housing authorities.

We then sent this report to our accountant. We requested that he compute how much capital we could realistically raise through 4% Low Income Housing Tax Credits and conventional mortgages and then compare it to the architect's findings. Please see the attached report from the accountant for his findings.

In conclusion, we will continue to monitor the situation. HUD will continue to tweak the RAD program and we will monitor the changes to see if they become feasible.

Assisted Living Program (ALP) at Riverview East

The ALP program is up and running. Caring Inc. currently has 3 people enrolled in the program so far.

Social Services Programs at Holly Berry Court (HBC)

Phoenix Program – This is a structured gang intervention program. We recently sponsored a 10-week pilot program in conjunction with the State of NJ Juvenile Justice Commission and the Cumberland County Prosecutor's Office. We have had about 12 children per week. We have decided to extend the pilot for another 25 weeks, starting the first week of October.

Commissioner Miller asked if the program coordinates with the local schools. Our program is still in the pilot phase and is not connected to the school.

Life Skills – This is a new program that we hope to get started in mid-October. Like the Phoenix project this will be a 10-week pilot program that will meet once a week at the HCFC. It will focus on topics designed to help children ages 10-16. Topics will include money management, social interactions and much more.

This program came about as a result of a Grant that was written by Vineland Housing Authority. The prosecutor's office is willing to pay for Millville and Bridgeton. This will fund the program and provide the facilitators. Commissioner Santoro asked if transportation had been considered. We chose to have the program at the HCFC due to its centralized location. Commissioner Santoro also offered to help get the information out about the program.

Commissioner Tesoroni asked that he be included in the distribution list regarding these programs.

Admission and Continued Occupancy Policy (ACOP)

Betsy Loyle, Director of Operations spoke about upcoming changes to the ACOP. Paul will be forwarding the upcoming changes to the Board members.

One of the changes will include the transition to an online application process. We will have a terminal at HBC for those people that do not have access to a computer. A big benefit of the online application is that it can not be accepted until all the required information is included. Once the completed application has been accepted the applicants will then be able to check the status online.

Heating Standards must now be included in the ACOP.

All the changes in the correspondence will be highlighted so that it will be easier to identify the changes and read them. There are additional, larger changes coming after the first of the year.

Chairwoman Ring advised that there were resolutions to approve:

Resolution #23-2019

Resolution Approving the Payment of Bills for August & September 2019

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #24-2019

Resolution Approving a Contract for General Legal Services

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Tesoroni

Roll Call: Unanimous

Resolution #25-2019

Resolution Approving a Contract for Landlord/Tenant Services

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Miller

Roll Call: Unanimous

Resolution #26-2019

Resolution Approving a Contract for Audit Services

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Townsend

Roll Call: Unanimous

Resolution #27-2019

Resolution Approving the Application for Demolition/Disposition of Scattered Sites

Roll Call Vote:

Motion: Commissioner Miller

Second: Commissioner Townsend

Roll Call: Unanimous

Resolutions #28-2019

Resolution for Closed Session for Personnel Matters

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Townsend

Roll Call: Unanimous

Went into closed session. 6:03pm

Returned from closed session. 6:11pm

Resolution #29-2019

Resolution Approving a 3% COLA and Salary Changes

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Miller

Roll Call: Unanimous

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

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

Chairwoman Ring asked if there was any public comment. There was not.

At 6:12 Chairwoman Ring asked for a motion to adjourn the meeting to go into the Holly City Family Center meeting. Commissioner Santoro made a motion, Commissioner Townsend seconded. All present were in favor.

Paul Dice – Secretary

Date

