

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

March 1, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, March 1, 2022. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:19 pm.

Chairwoman Santoro announced that 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 Jaclyn Haas-Benner, Commissioner Kim Ayres, Commissioner Heather Garrison, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson and Accountant Tony Polcari (via phone) and MHA staff. Commissioner Charles Flickinger and Commissioner Winfield Pettit were absent.

Chairwoman Santoro asked for a motion to approve the January 25, 2022, minutes. Commissioner Ayres made a motion and Commissioner Garrison seconded. All present were in favor.

**Occupancy**

The occupancy rate is 94%. This is under our goal of 95-96%. The property management staff has put a vacancy plan into place. However, a fire on 2/16/22 will leave us with 4 additional vacant units while repairs are made. Eight total units in the building had the utilities shut off and will be recertified before they come back online. One of the units was already vacant. A total of 7 families were relocated to hotels. Four units will be occupied upon certification. The other 4 families will be relocated to MHA properties in HBC, CVC, and scattered sites. The net impact of the transfers will not affect our occupancy rate; however, the staff hours need to make all of this happen hinders the vacancy plan progress. Yolanda gave an update on the fire. She also stated that 2 apartments had been leased since the ED report was published. Commissioner Ayres stated that the additional work by the staff was appreciated.

**Scattered Sites/Disposition**

Executive Director Samantha Silvers spoke with the Special Application Center (SAC-approving entity for demolition/disposition applications). They confirmed that we are able to dispose of all the scattered sites at one time. Sam asked for confirmation from the Board members as to what the desired outcomes were for all the properties in question.

4 East Green Street	Semi Detached	Sell - vacant
84 West Main Street	Semi Detached	Sell
86 West Main Street	Semi Detached	Sell
309 McNeal Street	Single Family Boarded	Demo

519 Pine Street	Semi Detached	Sell - vacant
202 Sharp Street	Single Family Boarded	Demo
204 Sharp Street	Single Family	Sell
2 East Vine Street	Semi Detached	Sell
4 Vine Street	Semi Detached	Sell
643 Buck Street	Semi Detached Boarded	Sell
907 Buck Street	Semi Detached Boarded	Sell
618 Dock Street	Single Family	Sell
202 East Broad Street	Vacant Lot	Resubmit - Sell
204 East Broad Street	Vacant Lot	Resubmit - Sell
304 East Broad Street	Vacant Lot	Resubmit - Sell
306 East Broad Street	Vacant Lot	Resubmit - Sell

6 of the sites are currently occupied. Most of the occupied sites would be moved to HBC since they are young families. The ACOP allows for the transfers. There are 2 sites that recently vacated. We are holding off on occupying them so they can be evaluated. Commissioner Ayres stated that we should sell what we can. She also asked if the vacant lots could be combined. This can be done; we would just have to adjust the deeds.

### **Holly City Family Center Operations**

- Have completed a draft Strategic and Action Plan for HCFC (handout)
- Memberships – still below pre-Covid numbers
- Working with backend software, MindBody
  - Changes of new marketing suite are now live
  - Want to develop a survey for past members and one for present members
- Millville Community Campus met to create draft 2022 1<sup>st</sup> Quarter Events
  - Frozen Swim
  - March into May wellness campaign
- Exploring any connections for physical therapy pool use with Inspira, Nova Care and “adult day cares”
- Exploring connections with medical offices and the need for prescribed exercise routines
- Call with Inspira Director of Community Benefits and Outreach to discuss Inspira community involvement in Millville.
- Working on Spring Camp
- As of the meeting date a new contract went into effect or the Personal Training Business

### **Grant**

The spring session has started for THRIVE Life Skills. The deadline for the Office of Faith Based Initiatives grant had been extended to 12/31/2021. The next application is due May of 2022. We are planning to apply for this again. The BB&T/Truist grant ended 12/31/2021. We have a call scheduled with the Director on March 8<sup>th</sup> to explore longer term community funding. We are also going to apply for Master’s Swim grants. The next round will be available in the fall.

Chairwoman Santoro indicated that there were resolutions to approve.

**Resolution #9-22** Resolution Approving the Payment of Bills for February 2022

Roll Call Vote:

Motion: Commissioner Haas-Benner

Second: Commissioner Ayres

Roll Call: Unanimous

**Resolution #10-22** Resolution Adopting an Information Technology Practice Policy for 2022

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #11-22** Resolution Approving a Closed Session

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #12-22** Resolution Approving an Addendum to the Employment Contract for the ED

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Chairwoman Santoro asked if there was any old business. There was none.

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

Chairwoman Santoro asked if there was any public comment.

Dorothy Conti was present along with the daughter of her neighbor (Kathy). Dorothy resides at #1 Ferguson Court (FC). She stated that she is scared of the neighborhood and wanted FC to be a gated community. Between FC and Sharp St. (alley) there are drugs and alcohol as well as prostitution. They are trying to stay positive, but it is hard, especially when they reach out to the property management staff and no one answers the phone, and they never get a call back. She went to Holly Berry Court at one point, and they wouldn't even let her into the building. The staff needs to get back to the offices and start doing business in person. The mailing of information for recertifications takes way too long.

She also stated that the driveway needs to be redone. Rather, something should be done. Non-tenants are using the laundry room. Would any of us want to live like this? She did say that Leyla is doing a great job and that Leroy and Gary are very patient and take time to talk with the tenants.

Samantha Silvers and Yolanda Mendibles responded to her concerns. They stated that starting March 1<sup>st</sup> the property managers would rotate through the offices. We have been looking into quotes to replace and update the fencing in the alley way. We have addressed the lighting issues. We have ordered new trashcans for the whole complex. We will also see about working with Law Enforcement to patrol the area and see about additional cameras. Commissioner Ayres also said that we can see if anything can be done about the alley, but we would have to check with the City as it comes under their jurisdiction.

The public portion of the meeting ended, and the Board went into a Closed Session. The Board then returned to the public meeting and approved resolution #12-22 previously noted in the minutes.

At 6:26 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Ayres made a motion and Commissioner Haas-Benner seconded. All present were in favor.

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Samantha Silvers – Secretary

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Date