

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

August 23, 2023

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Wednesday, August 23, 2023. The meeting was held at the Cedarview Court Community room. 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:04 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, and MHA staff.

Chairwoman Santoro asked for a motion to approve the July 26, 2023, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Financials

There were no significant changes to note with the budget from the July update.

Executive Director, Samantha Silvers, updated the Board regarding the plumbing contract awarded to J.J. McGinnis as of May 2023. The plumbing contract historically is a large expense for MHA. In 2022, the payment made to the plumbing vendor averaged about \$21,000 per month. We have spent about the same amount with JJM in total from the beginning of the contract through the August meeting. The service and response time has been very good. Overall, this has been a positive transition.

Occupancy

As of the end of August we have exceeded HUD's goal of 96% for occupancy. We are currently at 98%.

Personnel

Our Maintenance Supervisor, Bill Jamie, is retiring on October 2, 2023. We have begun the transition of Chris McMahon into this role from Assistant Property Manager.

Scattered Site Disposition

The reviewer has been in contact regarding both applications, and we continue to move forward. Samantha is working with the reviewer of the demolition application to revise it to disposition following the last Board discussion.

Projects

Roof replacement	JCP	<i>Aug. meeting update: Change order was issued, and work began. We are waiting for roofing warranty and lighting ground inspections on original scope of project.</i>
County Emergency Telecom	JCP	<i>Aug. meeting update: County still evaluating electrical scope, final pre-con meeting this week.</i>
Window replacement	MVP	<i>Aug. meeting update: The (3) windows have been completed and (1) screen is still on order. We will work to close out the project.</i>
Call box replacements	JCP, RVE, RVW	<i>August meeting update: Call boxes are complete and operational. Tenants have been made aware and property management is updating contact information and distributing user manuals.</i>
Camera upgrades	JCP, HCFC	<i>Aug meeting update: No response yet.</i>
JCP Interior Door Replacement	JCP	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.

Housing Opportunities Through Modernization Act (HOTMA)

HUD continues to push back the requirements for implementation. The property management staff will continue to attend training and stay informed of the latest developments regarding this regulation. We intend to make changes when the PHA software system has integrated the new regulations. The most recent deadline indicated is January 1, 2025.

MHA Programs

Samantha submitted a worksite application to the Cumberland County Summer Youth Employment Program for paid summer help with the MHA Maintenance department for light maintenance, grounds keeping and custodial duties. The County publishes the available position and sends referrals to the MHA. *One intern has been working for the past month. He has been dependable and capable, which has been a benefit to the MHA.*

We currently have an intern through September for JCP and HCFC under a similar program with the Holly City Development Corporation.

Yolanda and Samantha had a conversation with the intern coordinator of Rowan College of South Jersey. We discussed implementing an internship program with the social sciences degree programs to increase the MHA tenant outreach. We have been approved to be a worksite. Two applications have been received and interviews will be conducted.

Holly City Family Center Operations

Andrea has added a new rental contract with the Holly City Swim Club which will begin in October, 3 days a week for \$2,000/month. The contract will be evaluated and possibly extended to additional days which will increase the rental fee. They are scheduled to start October 2nd.

- Current programming/rentals:
 - o Swim lessons
 - o Weight watchers
 - o Special Olympics training
 - o Salem County Special Services
 - o MHA Tenant Services open swim times
- Community Programming
 - o The HCFC sponsored 4th Family Friday in Buck Park July 28th with food, DJ, Zumba, ninja warrior obstacle course, and more. The event was a success and, while very hot, was well attended. The HCFC set up a table as well and distributed free swim passes.
 - o The HCFC had a table at the August 1st Millville National Night Out and distributed free swim passes. A few handfuls of passes have been utilized at the pool so far.

Summer camp has 2 weeks left. We anticipate being close to the budget projection although the year-to-date budget skews the income due to the timing of the large Rutgers tuition payments. We have received a \$22,000 payment and expect another similar amount and a final payment of about half that amount for the eleventh week of camp. We also restructured the class distribution and were able to save on counselor expenses for the last month of camp.

Grants

The HCFC received a \$10,000 community services grant from the Truist Bank. We will hold a financial literacy class in the fall during the after-school program as part of this partnership. This is a flexible operating grant.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #25-23 Resolution Approving the Payment of Bills for August 2023

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Flickinger

Roll Call: Unanimous

Resolution #26-25 Resolution Approving the Relocation Plan for Scattered Site Tenants

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #27-23 Resolution Adopting the Budget for Fiscal Year 2023-2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Chairwoman Santoro asked if there was any old business. Commissioner Ayres asked about the status of the pest complaints from the previous meeting. Special treatments have been done and appear to be working. Yolanda stated that she had reviewed previous work orders and most of the instances had not been reported. We have spoken with the ALP for assistance to get these situations reported. Commissioner Pettit asked about the other disturbing comments made by tenant. Samantha has spoken to Yolanda to have them addressed. We have alarmed doors at some of the properties they will go off if the doors have been propped open for the purpose of allowing non-tenants to enter the building.

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

Commissioner Santoro asked if there was any public comment. There was none.

At 5:37 Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.