

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

August 20, 2024

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, August 20, 2024. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:06 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. Present were Chairwoman Heather Santoro, Commissioner Charles Flickinger, Commissioner Winfield Pettit, Commissioner Kim Barfield, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson, Accountant Tony Polcari (virtual), and MHA staff.

Chairwoman Santoro asked for a motion to approve the May 28, 2024, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Correspondence

The Joint Insurance Fund (JIF) had previously scheduled MHA wide appraisals for 2023. The report has been issued and the JIF will be using the new values to prepare the insurance renewals. The values appear to be similar to the current valuations being used.

Financials/Budget

The budget has been presented in the board packet. The MHA has been budgeted for a five percent salary increase. There is enough revenue to cover this increase. Insurance costs will be going up, the budget has been set up for a seven percent increase.

Section 8 has applied for shortfall assistance. This will carry over to the next allotment and allow us to continue operating at our current level.

The Holly City Family Center is budgeted at the breakeven point. The budget shows a \$10,000 surplus. This is due to Holly City Property Management. Tony would like to see about expanding cleaning staff from HCFC to help assist with operations.

The MHA is currently ahead of the current budget. Eight hundred thousand in surplus is being invested.

Occupancy & Maintenance

We are currently at 92% occupancy. We had our INSPIRE inspection at Riverview East on June 19, 2024. We are currently preparing for inspections at Jaycee Plaza, Holly Berry Court, and Maurice View Plaza. The new inspection standards of reporting now require us to document and upload additional mitigations withing shorter time frames. We have also had difficulty hiring and retaining skilled maintenance technicians. These occurrences have affected the occupancy rate. WE are aware of this and have a system in place to move back to our goal of 96% occupancy.

Scattered Sites Disposition

We have approval for both disposition applications. There are currently four occupied sites. We will initiate movement on the Tenant Relocation Plan. We will also take the first steps to prepare for the public sale of the properties. We have applied for Tenant Protection Vouchers.

Projects

Roof replacement	JCP	We have not had issues with leakage.
County Emergency Telecom	JCP	Work is ongoing.
Camera upgrades	JCP, HCFC	<i>July. No Update.</i>
MVP Sliding Door Replacement	MVP	<i>Completed. Adding alarm.</i>

MHA Grants

A Safety and Security grant was submitted for cameras and outdoor lighting for MVP and RVW. We did not make the lottery for this grant.

Holly City Family Center Operations

Inspira Fitness Connection announced it will be closing as of June 30, 2024. We have worked with their group fitness instructors to bring on some of their classes that are well attended. We were able to use the American Legion to facilitate classes while summer camp is in session. We will evaluate classes again in the fall and make necessary adjustments. Memberships have increased by 20 since last month with their announcement.

- HCFC Grants

- Applied for Cumberland County Youth Services Grant. *Awarded \$24,000*
 - *Offset costs for Rise & Shine and overhead to operate the program*
 - *Potential (2) 1-year renewals.*
- Applied for Cumberland County Youth Violence Prevention. *Awarded \$9,800*

- *Holding additional teen programming in the summer months. Some funds will go towards general administration of the program.*
- Applied for NJ Office of Faith Based Initiatives grant. *July update – not awarded.*
 - *Would support additional on-and-off site Senior Programming at the HCFC and MHA properties.*

Old Business

- Pest Control Presentation by Rutgers was held June 11th at RVE, RVW, JCP with tenants. Residents attended and participated in learning way they can help prevent infestations. MHA followed up with recommendations as well including more effective rodent traps. The MHA awarded a new pest contract this spring and will be doing quarterly reviews for effectiveness.
- We were in receipt of concerns with janitorial services, notably JCP. JanPro changed staffing and tenants have been pleased.
- Resident Council. We discussed at the May meeting that JCP has taken the steps to form a resident council. The MHA Board of Commissioners should officially recognize the Council through adoption of a resolution and coordinating MOU. I did not prepare an MOU for the Board to review this month as we need to receive finalized Bylaws from the council. We will work with them to finish this.

New Business

- It has been suggested that we formalize the request for the City of Millville to appoint MHA Board members. I have included a draft letter for review and discussion.

Chairwoman Santoro indicated That there were resolutions to approve.

Resolution #20-24 Resolution Approving the Payment of Bills for June, July, & August 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #21-24 Resolution Approving Revisions to the ACOP & Admin Plan 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #22-24 Resolution Approving the PHA Plan 2024-2025

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #23-24 Resolution Approving the Audit for FYE 9/30/2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #24-24 Resolution Approving the Budget for FY 2024-2025

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #25-24 Resolution Awarding a Contract for Consulting Services 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #26-24 Resolution Approving Late Budget Filing FYE 9/30/2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Chairwoman Santoro asked if there was any old business. Noted in ED report.

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

At 5:30 Chairwoman Santoro asked for a motion to adjourn the meeting. All present were in favor.