

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

May 26, 2020

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, May 26, 2020. The meeting was held virtually through the Go To Meeting platform. The meeting convened at 5:00 pm.

Chairwoman Santoro announced the Sunshine Law requirement had been met, properly posted, and advertised and conducted under the Open Public Meeting Act.

Karen Chiarello proceeded to call the roll at this time. Present were: Chairwoman Heather Santoro, Commissioner Kristina Townsend, Commissioner Charles Flickinger, Commissioner Jaclyn Haas-Benner, and Executive Director Paul Dice. Also present were Solicitor Arnold Robinson, Accountant Tony Polcari, and MHA staff. Commissioner Winfield Pettit was absent.

Chairwoman Santoro asked for a motion for the approval of the April 28, 2020 minutes. Commissioner Townsend made a motion to approve the minutes and Commissioner Flickinger seconded. All present were in favor.

**Financial Summary**

The MHA posted \$13,530 in negative net income for April 2020. The MHA maintains \$124,145 in positive net income for the fiscal year to date (10/1/19-4/30/20).

The main reason for the negative monthly is the decrease in the U.S. Department of Housing and Urban Development's (HUD) shortfall of Operating Subsidies for the month. We have already received a notice from HUD that the June funding will be back up.

The Holly City Family Center (HCFC) posted \$19,493 in negative net income for April. The HCFC's year-to-date net income for the fiscal year to date (10/1/19-4/30/20) is negative \$37,573.

We applied for, and received, \$65,089 from the Federal Payroll Protection Program (PPP). The PPP is a loan program that originated from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. It provides limited support for payroll and utility expenses. The PPP covers the eight weeks from the loan origination date – which is 5/7/20. Of the total PPP amount, 75% must be used for payroll. In our case, the balance may be used for utilities. They have added internet and phone bills to the eligible list. Hopefully, we can open soon so that we are able to use the money. There is a possibility of extending the 8-week requirement to 16-24 weeks. It is currently in Congress for review.

The PPP is forgivable if we maintain an average monthly number of full-time equivalent employees equal or above the average monthly number of full-time equivalent employees during the previous 1-year period. That is a problem. We cannot reach that employment level with a state mandated closure. If we do not open soon, none of it will be forgiven. The full PPP amount that we use (we can return

unused amounts) would then convert to a loan with 1% interest with payments commencing within six months.

Our accountant, Tony Polcari, posed the question about employees not wanting to return to work. If that is the case, we would not have to consider that position for our % requirement. We would just need to document the refusal and notify unemployment.

### **Operations Efficiencies**

Director of Operations, Betsy Loyle, had been implementing the following systems at all three housing authorities:

- Direct Deposit for Section 8 landlords in lieu of mailing checks
- Direct Debit from public housing tenant accounts which would automatically be accounted for in our property management computer system
- Implementing online signature ability for all our contracts and pa

### **Occupancy**

The MHA is 94% occupied. We are not leasing up any of the vacant units until we feel it is safe to do so. June 7<sup>th</sup> will be the next update on the Governor's Executive order. At that time, we will be able to decide on this.

### **Coronavirus Cases**

We do not have any reported cases. We are thrilled that we are in this position considering our population.

### **Ongoing Public Housing and Section 8 Operations**

The administrative staff is continuing to work from home and will continue to do so while the Governor's stay-at-home order is in place. We will re-evaluate following relaxation of that order.

### **Holly City Family Center (HCFC)**

The small leak that we had in the pool is now sealed. The pool is ready for use when we are allowed to open. We just need to raise the temperature.

We have received and installed our new gym equipment. The members should be very happy with the additions.

We are still not sure if we will be able to run summer camp this year. Currently there are strict limits on the numbers of children we would be able to accommodate. These limits are far less than how many we would enroll without the Coronavirus situation.

In anticipation of opening, we are using the down time to deep clean the facility. We are also adding safety precautions, for example, hand washing stations, plexiglass to separate the members from the administrative staff, installation of touchless faucets, toilets, and lighting.

We have not yet received word on our application to the NJ Department of State for the \$10,000 grant for Shine to continue operations.

## **CARES Act Funding for Public Housing and Section 8 Programs**

For public housing, the MHA received \$257,855 for expenses related to preparing for, preventing, and responding to the Coronavirus pandemic. We received another \$30,932 for Section 8. The following are just a few of the expenses we will be able to cover with this funding:

- Uncollected rent from existing tenants
- Lost rent in the cases of units that we could have leased up, but did not in order to keep tenants and staff safe
- Installation of touchless faucets and toilets
- Computers, printers, and other office supplies purchased to get staff set up for working remotely from their homes
- Installation of cameras to remotely monitor social distancing and the overall safety of the tenants
- Mail expenses for Coronavirus related communications
- Janitorial expenses
- Cleaning supplies
- And more.

We must draw down from HUD accounts for each expense we incur. If we do not use the funds by 12/31/20, HUD will re-capture any remaining balances. We can not use this money for anything purchased prior to 3/27/20.

Chairwoman Santoro asked if there was a budget outlined for the CARES Funding. Can it be tied into the Family Center to be used to provide services.

Facility expenses can be covered. Programs might be hard to justify. We are still working on these details. We do not have a budget for the full \$257,000. Paul Dice, Tony Polcari and Arnold Robinson will be working together to see how much of the money can be used toward the HCFC.

### **Opening of Section 8 Waiting List**

We will be opening our waiting list. Everyone will apply online. We will then have a lottery to select 200 applications. In the interest of fairness, our property management computer program (PHA Web) will electronically and randomly select the 200 applicants. Those people and families will then be added to the waiting list in order of selection by PHA Web.

### **Executive Director Search**

The search committee received 3 proposals from 3 different agencies. We went this route so that the search process would be as fair as possible. They selected Leo Dauwer. It is fortunate that he is the best candidate. Chairwoman Santoro will sign the contract and email to Solicitor Robinson.

### **Relocation of the Central Office**

To maintain social distancing practices when we can return to working in the office, we have decided to move the Central Office to Ferguson Court. We are in the process of having drawings made for the office design and we are getting estimates for the cost of the renovations to the existing space.

Chairwoman Santoro made the comment that she wanted to make sure we did not lose touch with the people that we are serving while we are working from home. The people part is the important! This is not a criticism of what is currently being done. She just wants to make sure it does not get lost in the shuffle.

Chairwoman Santoro advised that there were resolutions to approve.

**Resolution #15-2020** Resolution Approving the Payment of Bills for May 2020

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Flickinger

Roll Call: Unanimous

**Resolution #16-2020** Resolution Approving the Hiring of a Consultant for the New Executive Director Search

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Flickinger

Roll Call: Unanimous

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

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

At 5:46 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Townsend made a motion and Commissioner Flickinger seconded. All present were in favor.

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Paul Dice – Secretary

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Date