

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
September 22, 2020

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, September 22, 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 had been met, properly posted, and advertised and conducted according the Open Public Meeting Act.

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

Chairwoman Santoro asked for motion for the approval of the August 25, 2020 minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Financial Summary

The MHA posted \$33,135 in positive net income for August 2020. The MHA maintains \$384,328 in positive net income for the current fiscal year to date (10/1/19-8/31/20).

The Holly City Family Center (HCFC) posted \$22,112 in negative net income for August. The HCFC's year-to-date net income for the current fiscal year to date (10/1/19-8/31/20) is negative \$84,108.

Occupancy

Our occupancy rate is down slightly to 96%.

Coronavirus Cases

We have no reports of any positive test results.

Ongoing Public Housing and Section 8 Operations

As of next week, all office will be staffed daily. We will modify schedules to ensure appropriate social distancing.

Request for Proposals (RFP's)

We have one RFP for roof replacement at Riverview East. The bids we received ranged from \$259,000 to \$384,000. The lowest responsible bidder was Duga Construction from North Haledon, NJ at \$259,000.

We are in a good position to make these improvements, so we are moving to get them completed. Tony Polcari has certified that we have the funding for this project.

Annual State Budget for 10/1/20-9/30/21

The New Jersey Department of Community Affairs (DCA) has approved our budget. The MHA board must now adopt the budget. Once the MHA resolution is submitted to the DCA, the process will be completed.

Possible Sale of Vacant Lots

We are in the process of securing the environmental studies so that we can seek approval from the U.S. Department of Housing and Urban Development to sell the vacant lots. Paul will also secure the environmental studies for all the unoccupied single-family homes as well in preparation for demolition.

Holly City Family Center

Despite the state's 25% occupancy, though working strictly within said parameter, Andrea Vanaman and her team are continuing to do a great job getting people back into the facility. Here are some the highlights as of 9/18/20:

- Membership traffic has increased from an average of 10 to 53 people per day. The members are using the cardio room, downstairs gym, and pool.
- Andrea and team have reinstated 115 memberships to date, or roughly 20% of the former membership base. That is a sizeable increase over the scant 31 memberships we had back in July. She added 83 memberships in the first 2 weeks of September alone. That is simply fabulous.

We are still taking people in by appointment only. That is a tedious process that not all members want to get involved in. When the occupancy limitations are finally relaxed, we will stop the reservation process. That alone will bring in more people.

We also believe that members will be enticed to return once we re-open the locker rooms, showers, and bathrooms.

- Andrea has registered 13 new members since we opened. This important population will help offset the prior members who are still hesitant to return due to fears of contracting Covid-19. But I believe many of those prior members will come back once they realize the facility is safe.
- Large accounts notwithstanding, revenue has increased to \$3,332/month.
- Here are some of the larger accounts Andrea is hoping will return in December. I have included the revenue amounts she received from each last year:
 - Millville High School Swim Team - \$36,000
 - Cumberland Regional High School Swim team - \$7,900
 - A+ Education - \$2,200
 - Cumberland Vocational - \$1,656
 - Salem County Special Services - \$1,200

- We have one large pool account that is already active - Newfield Swim Team. We will generate \$20,000 in revenue from them this year.

Arthritis classes will resume effective 10/1/20. Swim lessons will resume in March 2021 once the school swim team activity has subsided.

Both the Millville and Cumberland Regional swim teams will be returning as of December 3rd.

Andrea is watching what other local gyms are doing to remain competitive.

The City of Millville is offering Aqua Zumba to residents if they pre-register.

Personnel

The budget contains a 3% Cost of Living Adjustment. The Executive Director (ED) requested approval to extend this to all staff members, excluding the ED.

We are in the process of recruiting 2 maintenance people following recent resignations.

Miscellaneous

Betsy Loyle is working with the Health Department to set up a Flu Clinic on October 15th at Riverview West.

The lease with the Health Department is due for renewal on 2/28/2021, we have already started to discuss this.

Commissioner Pettit asked if there were other buildings that need roof repair/replacement, or is the current work being done putting us into a good position for a while? Betsy said that there is a leak at Jaycee Plaza that has not been identified for the last 3 years. We will continue to monitor it. When it is located it will be addressed. When the currently work scheduled is completed we will be in good shape.

The annual audit is scheduled for September 23rd and 24th.

Chairwoman Santoro advised that there were resolutions to approve.

Resolution #27-2020 Resolution Approving the Payment of Bills for September 2020

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #28-2020 Resolution Approving a Contract for Audit Services for 2020

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #29-2020 Resolution Approving a Contract for General Legal Counsel for 2020-2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #30-2020 Resolution Approving a Contract for Landlord Tenant Legal Services for 2020-2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #31-2020 Resolution Approving a Contract for Fee Accounting Services for 2020-2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #32-2020 Resolution Approving a Cost of Living Adjustment

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #33-2020 Resolution Adopting the Budget for FY 2020-2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #34-2020 Resolution Approving a Contract for Roof Replacement for Riverview East

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

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

Chairwoman Santoro asked if there was any new business. Commissioner Pettit reported that the committee had met to discuss funding options for HCFC. Courtney Reese from the library attended. They are working on ideas that address the mind and body. There is another meeting scheduled for October.

There is no new information in the search for the new Executive Director. The consultant is still accepting applications and reviewing resumes.

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

At 5:32 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.