

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

November 17, 2020

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, November 17, 2020. The meeting was held virtually through the Go To Meeting Platform. The meeting was convened at 5:01 pm.

Chairwoman Santoro announced the Sunshine Law had been met, properly posted, and advertised and conducted according to 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, Accountant Tony Polcari and MHA staff.

Chairwoman Santoro asked for a motion for the approval of the October 27, 2020 minutes. Commissioner Ayres made a motion and Commissioner Hass-Benner seconded. All present were in favor.

Financial Summary

Accountant Tony Polcari presented the financial information for this meeting since the figures were still being finalized. The MHA posted \$35,558 in positive net income for October 2020. This is also our year to date total as the fiscal year began 10/1/20. The Central Office Cost Center (COCC) posted negative \$3396 for the month. This is primarily due to the 3-pay month.

The Holly City Family Center (HCFC) posted negative \$20,363 net income for the month. Again, this number is greatly impacted by the 3-pay month. We still have some PPP money that we will be able to claim forgiveness of in December and that will then show as income. We also have two swim teams starting that will bring additional income. The numbers will look better over the next 3 months.

The HCFC was awarded a grant for \$10,000 to be used towards utilities.

We are in the process of closing the books and filing our unaudited financials to HUD by 12/15/20. There were no findings in the audit that was just completed for the FYE 9/30/2019.

Commissioner Ayres asked if there were any restrictions for the use of surplus funds. Tony explained that within each of the AMPs there are restrictions. However, the COCC surplus is not restricted. This is how we are able to use that money to help the HCFC.

Occupancy

Our current occupancy rate is up to 97%.

Salem Housing Authority (SHA) – Shared Services Agreement Renewal with the MHA

This agreement with the SHA expires on 12/31/20. The current agreement is worth \$126,911 annually. A new 2-year agreement has been proposed with a 2% increase. This would raise the annual contract to \$128,661 for the period 1/1/21-12/31/22. A contract rate reopener has also been proposed for the SHA's November 2021 board meeting. The SHA commissioners will discuss and vote on the proposal at their November 2020 meeting.

Holly City Family Center

We are continuing to recover, slowly, due to the 25% capacity restriction. Membership traffic is averaging 50 people per day on busier days. The overall average for the month was 31 people per day.

We resumed aerobics classes, but some were cancelled again due to member concerns over COVID 19.

The percentage of memberships reactivated is still 27%. With COVID 19 cases on the rise again people are still concerned about coming to fitness centers.

We are just going to have to wait and see what happens with the pandemic, member's, and the Governor's decisions.

New Roofs at Riverview West and Riverview East.

These projects should be completed in the next week, weather permitting.

Brown vs. Millville Housing Authority

Plaintiff Brown is a tenant at Jaycee Plaza and is also an Assisted Living Program (ALP) patient. She filed a civil action against the MHA alleging our involvement in dispensing a "prohibited medication" to her. She claims to have become aware of the medical situation on or about 3/5/18.

The MHA sold the ALP to Caring Inc. on 7/8/11 because it was financially a losing venture for the MHA. Caring had a different business model and was able to run it more profitably. Since the sale, Caring has managed all aspects of the ALP program. Prior to that, the MHA had been licensed by the State of New Jersey to run the program. As part of the sale, the MHA surrendered its ALP license back to the state and relinquished any responsibility for the program. The State, in turn licensed Caring to continue providing services.

We have an Operating Agreement with Caring that stipulates that they will maintain a general liability policy with the MHA named as additional insured. It also stipulates that Caring will indemnify and hold harmless the MHA for Caring's negligence.

We submitted the claim to our Public Housing Authority Joint Insurance Fund (JIF). The JIF immediately demanded that Caring's insurance company provide a legal defense. Caring's company originally declined but has now retracted that position and has agreed to provide us with a legal defense. The JIF lawyer will stay involved in the case to ensure our interests are secured.

Solicitor Arnold Robinson stated that the MHA has no liability in this case.

Chairwoman Santoro advised that there were resolutions to approve.

Resolution #41-20

Resolution Approving the Payment of Bills for November 2020

Roll Call Vote:

Motion: Commissioner Flickinger
Second: Commissioner Haas-Benner
Roll Call: Unanimous

Resolution #42-20

Resolution Approving a Closed Session

Roll Call Vote:

Motion: Commissioner Flickinger
Second: Commissioner Haas-Benner
Roll Call: Unanimous

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

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

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

At 5:28 pm Chairwoman Santoro asked for a motion to recess the MHA meeting to conduct the HCFC meeting before the closed session. Commissioner Flickinger made a motion and Commissioner Haas-Benner seconded. All present were in favor.

At 5:32 pm the MHA meeting reconvened and the commissioners approved the closed session. Once returning from closed session there will not be any other business conducted. The meeting will go directly to adjournment.