

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

July 26, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, July 26, 2022. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting convened at 5:04 pm.

Chairwoman Santoro announced that 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 the time. Present were Chairwoman Heather Santoro, Commissioner Charles Flickinger, Commissioner Jaclyn Haas Benner, Commissioner Kim Ayre, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robison, Accountant Tony Polcari, and MHA staff.

Chairwoman Santoro asked for motion to approve the June 28, 2022, minutes. Commissioner Flickinger made a motion and Commissioner Ayres seconded. All present were in favor.

Occupancy

The occupancy rate is currently 93%. This is down from last month. The lower rate is reflective of the three vacant units from the fire at Holly Berry Court, reinstated court sessions and evictions, tenant deaths, and moves to assisted living. The MHA is working with an outside contractor to address unit turnarounds to improve the occupancy rating while MHA staff are addressing unit punch lists that have been deferred during COVID inspection moratoriums to prepare for REAC inspections.

Scattered Sites Disposition

The environmental reviews are being completed in order to submit the application to HUD.

REAC Inspections

Holly Berry Court passed with a score of 84. This will put it on a 2-year inspection cycle. Maurice View Plaza passed with a score of 71. This put it on a 1-year inspection cycle. Jaycee Plaza's score is still pending. The inspector indicated that it should score in the high 70's to low 80's. Without the final score we do not know if this will be a one- or two-year cycle. Riverview West is scheduled for August 8th and East is scheduled for August 15th.

Holly City Family Center Operations

The membership level has remained the same. The budget for fiscal year 2023 has been prepared. Despite the increase in minimum wage, we should be able to operate at the breakeven point. The key factors offsetting the difference include incorporating Maurice View Plaza (MVP) into Holly City Property Management and eliminating JanPro custodial services for MVP. This may include bringing on an additional custodian. Another factor is developing a consistent tenant service calendar and marketing for MHA tenants.

Summer Camp started on June 20th. Activities include walks to Waltman Park, library trips, Girl Scouts programming, swimming daily, swim lessons on Tuesday and Thursday, Play Streets on Wednesday, outdoor activities, and ice cream truck rounds.

We have met with the architect to review the facility for capital upgrades. Upgrading the outdoor area is the most immediate need. A space that could be multifunctional for gym members and camp would be ideal. Locker room and restroom upgrades as well as front lobby reconfiguration are also considerations.

Grants

A call from the Community Resource Development Funds via the New Jersey Department of Children and Families (NJDCF) Children's System of Care (CSOS) confirmed an award of \$6,000. We are still waiting for the MOA.

We are still waiting to hear from the NJ Office of Faith Based Initiatives and HUD Safety and Security Grants.

Telecom Audit

This has been completed. They were able to find a monthly savings of \$1,100 for our landlines.

Budget

Accountant Tony Polcari was present to give an overview of the Budget for fiscal year 2022-2023.

Public Housing

- Rental revenue is based on current levels. Do not expect much change
- Operating subsidy is \$70,000 less this year due to the energy loan being repaid.
- Fringe benefits are up 15%
- 14% increase in utility costs
- 3% cost of living adjustment for salaries
- \$242,000 expected surplus

Housing Choice Voucher

- No significant changes to the budget

Overall, there is not significant change in the budget from the last two years.

Audit

The audit report stated that we have a sound application of acceptable accounting principles. There were not audit findings. There are not weaknesses in financial control. The current ratio is an indication of liquidity and the ability to pay our bills.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #19-22 Resolution Approving the Payment of Bills for July 2022

Roll Call Vote:

Motion: Commissioner Haas-Benner

Second: Commissioner Flickinger

Roll Call: Unanimous

Resolution #20-22 Resolution Approving the Budget for Fiscal Year 2022-2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #21-22 Resolution Approving the Audit for FYE 9/30/2021

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Flickinger

Roll Call: Unanimous

Resolution #22-22 Resolution Approving the Capital Fund Program Budget

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #23-22 Resolution Approving the Certification of Compliance with PHA Plan & Civil Rights

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

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

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

Chairwoman Santoro asked if there was any public comment. Andrew Horn (Avi) from CVC 26 came and spoke about a meeting that he wanted to schedule with Laurie Warren and the tenants called "Keeping the Peace". This is planned to be a monthly meeting for the tenants to come together to discuss problems and concerns. He also brought few issues to the Board's attention: Maintenance not returning phone calls, the multiple notices for infringements, and a tenant with a lease who is not living in the unit.

At 5:57 pm Chairwoman Santoro asked for a motion to adjourn the meeting and move into the HCFC meeting. Commissioner Flickinger made a motion and Commissioner Ayres seconded. All present were in favor.

Samantha Silvers – Secretary

Date