

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

November 15, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, November 15, 2022. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:00 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 this time. Present were Chairwoman Heather Santoro, Commissioner Charles Flickinger, Commissioner Winfield Pettit, Commissioner Jaclyn Haas-Benner (by phone), and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson and MHA staff.

Chairwoman Santoro asked for a motion to approve the October 25, 2022, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Financials

Public Housing Program

The year-end tenant accounts receivables were reviewed, and a resolution presented for board approval.

Housing Choice Voucher Program

Payment Standards have been reviewed and updated using HUD's FY2023 Fair Market Rents (FMR) for Vineland-Bridgeton Metropolitan Statistical Area. The MHA establishes a Payment Standard, or percentage of FMR. This ensures reasonable rents in the current market using market rate unit amounts that are comparable. Yolanda Mendibles gave an overview of how these are calculated.

Section Eight Management Assessment Program (SEMAP) certification will be submitted. This is a self-certification by the MHA to HUD regarding sound administration of the Section 8 program.

Occupancy

The occupancy rate remains at 92%. Vacant unit turns and lease ups are continuing. The 3 fire damaged units at Holly Berry Court have been inspected and we expect to receive the Certificates of Occupancy shortly.

Scattered Sites – Disposition

The letter of support was requested from the City. Samantha is scheduled to review the project at the November 22nd City Commission work session. She is also working to finalize the contract timeline with the Brooke for the tenant relocation plan.

Projects

Roof replacement	JCP	<ol style="list-style-type: none"> 1. Pull Test Scheduled 11/9 2. Infrared Test completed 11/7 3. County OEM meeting scheduled and waiting on diagram of existing equipment 4. Verizon - Sent email and & certified mail 11/4. Waiting for response. 5. Comcast – can we find contact to identify equipment?
Sprint lease termination	JCP	<p>Notice to terminate lease by the end of November. We received decommissioning plans. We are working to determine the origin/carrier of all equipment on the roof to coordinate with roof replacement</p> <p>- Sent request for pre-demo meeting</p>
County Emergency Telecom	JCP	Ongoing research for project viability
Window replacement	MVP	Met with architect and waiting to receive scope of work for bids.
Call box replacements	JCP, RVE, RVW	Waiting on Rivel Quote. Have quotes from SDG.
Camera upgrades	JCP, HCFC	Waiting on Mike English – update quote for LTS from Hyke Vision. Also upgrade DVR to extend footage storage.

Holly City Family Center – Operations

- Membership number have remained stable from last month. Senior memberships have continued to increase.
- The following community programs have been scheduled.

- Slime Time – November 11th – *we had 26 participants*
- Swim with Santa – December 9th 5:30-8:30. There are two sessions scheduled. This includes swim time and photo opportunities.
- Holiday Paint Night – December 2nd. An adult and children’s session are being offered.
- We are adding a Community Program Coordinator position to a current employee.
- We cannot utilize HCFC janitorial staff for Maurice View Plaza under the Holly City Property Management until the end of the current janitorial contract in July 2023.
- Work continues on the planning of the Indoor Triathlon Fundraiser. This is scheduled for Saturday, March 22, 2023. We plan to have a member fee and a non-member fee for the event.
- Millville and Cumberland Regional swim teams are scheduled to start the week of November 21st.
- We are entering a float in the Christmas Parade. We will be distributing a newsletter.
- Weight Watchers will be starting December 1st.
- Winter camp is being advertised. We will need 8-10 sign-ups for it to be viable.

Grants

The Truist grant has been submitted for \$15,000. We are still waiting for a response. We have received a \$3,000 grant from HCDC for Community Collaborative Initiative for the HCFC. This will be used for community programming.

Tenant Services

We will be starting a quarterly newsletter to increase MHA communication with tenants. We will be promoting those services available at the HCFC. We are also working with the CC Arts College to schedule several art sessions at some of the developments. They will be centered around a holiday theme.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #34-22 Resolution Approving the Payment of Bills for November 2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #35-22 Resolution for a Health Plan for 2022-2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Resolution #36-22 Resolution Approving Write-Offs for FYE 09/30/2022

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 asked about having meetings at other properties. We are planning to rotate starting in the new year. A schedule will be available at the next meeting.

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

At 5:31 Chairwoman Santoro asked for a motion to adjourn the meeting and move into the HCFC meeting. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Secretary - Samantha Silvers

Date