

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

July 26, 2023

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Wednesday, July 26, 2023. The meeting was held at the Riverview West Community room. 100 Riverside Drive, Millville, NJ. The meeting was convened at 5:04 pm.

Chairwoman Santoro announced 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 Petit (virtually), Commissioner Kim Ayres, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson, Accountant Tony Polcari (virtually), and MHA staff.

Chairwoman Santoro asked for a motion to approve the April 25, 2023, and June 12, 2023, minutes. Commissioner Flickinger made a motion and Commissioner Ayres seconded. All present were in favor.

2023-2024 MHA Budget

Accountant Tony Polcari presented the summary of the budget for the upcoming fiscal year. He highlighted the loss of the Shared Services agreement with the Salem Housing Authority. He also stated that due to this loss of revenue, the annual salary increase was not budgeted for the upcoming fiscal year. Tony stated that the MHA should still operate at a surplus. Maintenance costs have been up, but this increase has not been included in the budget. This should not be a problem; costs have been coming down over the last few months. Overall, a conservative approach has been taken.

The Housing Choice Voucher budget has been done to result in a breakeven point. There is no need to accumulate any excess.

Our highest priority should be to do what we can to keep the Cumberland County Health Department as a tenant at Maurice View Plaza.

Commissioner Pettit asked if the budget surplus included the demolition costs for the scattered sites. It does not, the plan is to capitalize that expense.

2022-2023 MHA Audit

Tony Polcari stated that the audit results produced no findings and that the MHA remains in compliance with the federal requirements for our programs.

2023-2024 HCFC Budget

The HCFC Budget anticipates a \$10,000 deficit. This is due to the increase in salary costs due the increase in minimum wage. We have also lost revenue from the Millville High School swim team, decreasing their rental hours. The HCFC plans to increase membership dues by \$5 a month in all categories (+\$30,000). We are planning to reduce salary costs by using MHA staff to cover the desk (-\$11,000). Andrea is in discussions with the Life Worth Living Group regarding an ongoing facility rental. We have moved janitorial services to Holly City Property Management so this will help with salaries as well. Commissioner Ayers stated that we need to find ways to increase revenue at this point. There really aren't any expenses that can be cut any further. It was suggested that we need to have a discussion with the City to see if they will assist the facility in any way. The cannabis facilities under the Urban Enterprise program are required to contribute to community programming. We need to ask the City to direct some of that funding to HCFC.

Chairwoman Santoro indicated that there were resolutions to approve at this time.

Resolution #20-23 Resolution Approving the Payment of Bills for May, June, and July 2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #21-23 Resolution Approving the PHA Annual Plan for 2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #22-23 Resolution Approving the Audit for FYE 9-30-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #23-23 Resolution Approving the Budget for Fiscal Year 2023-2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #24-23 Resolution Approving a Cooperative Pricing Agreement with Cumberland County

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

At 5:45 pm Chairwoman Santoro asked for a motion for a temporary adjournment to approve Holly City Family Center (HCFC) resolutions. Commissioner Ayres made a motion and Commissioner Flickinger seconded. All present were in favor.

At 5:48 pm the MHA meeting was reconvened.

Occupancy

As of July, we have met HUD’s goal of an occupancy rate above 96%. We are currently at 96.3% and Ferguson and Cedar View Court are at 100% occupancy.

Scattered Sites – Disposition

Tenants have been notified and sent a survey inquiring about their preferences for a new unit. They have the following options:

- Obtain a Tenant Protection Voucher (Section 8 voucher issued by HUD after disposition)
- Comparable public housing unit
- Pursue homeownership on the open market.

The MHA will provide standardized financial support for moving expenses. Individual meetings will be held with the tenants. The relocation plan is attached.

There has been a caseworker assigned at the SAC to review the demo/dispo application for 309 McNeal and 202 Sharp. They are also assigned to the disposition application for the remaining properties. Regarding 309 McNeal and 202 Sharp, we were advised that HUD would not approve the demolition and subsequent disposition if the MHA were selling the properties for less than the appraised values. Commissioner Ayers stated that the properties should just be put up for sale. We cannot change HUD procedures. However, we can sell those properties under contractual conditions.

Projects

Roof replacement	JCP	The bid has been advertised and bid opening extended to May 2, 2023. We had minimal initial response and received feedback that pushing the construction timeline into a summer start date may open up more competition due to external
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		<p>factors with contractor availability.</p> <p>May meeting update: The bid opening was held May 2nd. Out of 8 specification requests, 4 bids were received. Union Roofing Contractors is recommended for award as the lowest qualified bidder.</p> <p><i>July Meeting Update:</i> <i>Union roofing has completed the main roofing components and is working on accessory finishes. A change order will be issued for less than 10% of the project cost to address a continuous leak over unit #707</i></p>
County Emergency Telecom	JCP	<p>The Draft Shared Service Agreement has been included in your Board packet and email from County Solicitor, John Carr, in response to MHA comments. I would like to review the lease terms with the Board and provide a response to the County and have a final agreement and resolution on the May agenda for adoption. The lease terms require the County to carry the costs of design, installation, and maintenance as well as ongoing utility costs. There is no additional rental income to the MHA generated by this project.</p> <p><i>July meeting update:</i> <i>In progress. County may need to run additional electrical service up JCP at their own expense.</i></p>
Window replacement	MVP	<p>Window replacement began the week of April 17th. Tenants are being notified according to the project timeline and are not being displaced from their units. The City has allowed a storage trailer in public parking for the duration of the project (approx. 6-8 weeks).</p>

		<i>July Meeting Update: All windows have been installed except for three (3) windows and one (1) screen, which need to be re-ordered.</i>
Call box replacements	JCP, RVE, RVW	We have received quotes on replacements. The current system software is also being sent out for updates. <i>July meeting update: Call box replacements for JCP, RVE & RVW have been completed.</i>
Camera upgrades	JCP, HCFC	We have received quotes and are evaluating for feasibility. <i>July meeting update: An Emergency Safety and Security Grant was submitted for JCP and MVP safety improvements including cameras and smoke detectors.</i>

Personnel Policy

JIF has distributed a memo regarding an update to the personnel policy and handbook. The updates are done every 2 years. We plan to present this at the August Board meeting. We are waiting to finalize details after the JIF releases new training programs.

Housing Opportunities Through Modernization Act (HOTMA)

The Final Rule implementing Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) delivers important benefits to tenants and reduces administrative burdens for public housing agencies. MHA will amend the necessary elements to adopt the Final Rule Implementing HOTMA Sections 102 (Income Reviews), 103 (Public Housing Over-Income Families), and 104 (Limitation on Eligibility Based on Assets). The rule was officially published in the Federal Register on February 14, 2023. PHAs had until January 1, 2024, to implement the broader income and asset changes in Sections 102 and 104, however, HUD just published an extension until January 1, 2025, and the Admin Plan and ACOP are to be updated by January 1, 2024. PHAs had until June 14, 2023, to implement fully all over-income requirements in the rule, which we have done. Some highlights are as follows:

- Section 102, Income Reviews, will lead to fewer interim reexaminations, streamlined income verification, increased income benefits for elderly, disabled and medical expenses, increased asset threshold, and more.
- Section 103, Over-Income Families, will impose limitation on PHA program participation for families who are over-income for 24 consecutive months.
- Section 104, Assets, sets asset limits and real estate property exclusions for eligibility and continued occupancy determinations.

MHA Programs

A worksite application has been submitted to the Cumberland County Summer Youth Employment Program. This would provide paid summer help with the MHA Maintenance Department for light maintenance, grounds keeping, and custodial duties. The County publishes the available position and sends referrals to the MHA. Once intern started the week of the July board meeting. We also have an intern for JCP and HCFC under a similar program with the Holly City Development Corporation.

Samantha has also spoken with Rowen College of South Jersey regarding their Social Sciences program. They might function as an extension of the property managers for tenant services and relations.

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

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Stella Weidner – RVW 5I – Polls and parking signs knocked down. One Way sign also missing.

Kenneth Walden – RVW 5K – Why can't grills be used out back anymore. We were allowed up until last year.

Michael Holmes – RVW 2I – When will HOTMA changes go into effect? End of 2024

Ed Campbell – RVE – He went to property management about someone using his parking space. He was told to call the police. Are cameras being reviewed regularly? Doors are being broken and/or propped open. People are having sex in the hallways. Answer: We have meetings scheduled with companies for doors and access. We are trying to determine the best course of action.

Easter Lashley – JCP – Caring Inc. does not advise vendors not to park in the tenant lot. There are large potholes. There are people outside of JCP coming to play Bingo and bringing dogs with them. They do not want the animals where the food is being served. Also, can the bathrooms be accessed by key card? Answer: parking lot repairs are in the Capital plan.

Rentha Cullen – RVE – Visitor parking signs have been knocked down.

Brian Mullens – RVE – Washers have lots of destroyed clothes. Trash room needs cleaning. If you go out to the trash room your keycard does not give access back into the building. Drug dealers are parking in the lot for selling drugs. Tenants do not feel safe. There is only one light at the back of the building. When he has gone to property management the response is always "What do you want us to do about it?". Tenants do not like the property manager assigned to the building. They are ignored, get hung up on if they call, and have been called snitches. The property manager obviously does not like her job and takes it out on the tenants. The property manager is only available for two hours on the days that there are office hours. Spends the rest of the time in the office with the lights off. And can only be seen with an appointment.

Jeff Donnelly – RVW 6K – He currently has an efficient apartment and has a hard time moving around in it with his wheelchair. He would like a bigger apartment and to move to JCP. He also asked about the mouse problem with the coming cold weather. They have been given traps, but they do not work.

Mildred Taylor – RVW – The pet policy needs to be enforced!

Theresa Sanson – RVW 3N – She has had mice in her bed.

Elizabeth D’ambrosio – RVW 4I – Lights at the back of the building are out.

Wanda Jones – 3E – Roaches. She is keeping trash in the refrigerator until she can take it to the trash room because of the problem.

Bill Sutton – 2G – People are trespassing on the property. When the police are called, tenants are told to call MHA.

David – RVE – Any chance we can hire security.

Mary McKishen– RVW 6F – Thank you for listening!

Evenly Holt – RVW 5A – Has asked to have her storm door fixed for 3 years. She finally had to do it herself.

At 6:40 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Ayers made a motion and Commissioner Flickinger seconded. All present were in favor.