

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

February 6, 2024

A special meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, February 6, 2024. The meeting was held at the Jaycee Plaza community room. 122 E. Main Street, 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 Pettit, Commissioner Kim Barfield, and Executive Director Samantha Silvers. Also, present were Solicitor Matthew Robinson, and MHA staff.

Chairwoman Santoro asked for a motion to approve the November 21, 2023, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. Commissioner Barfield abstained, all others present were in favor.

Correspondence

Executive Director (ED) Samantha Silvers announced the appointment of Commissioner Kim Barfield. Solicitor Matthew Robinson swore her in at this time.

ED Silvers also discussed a request from Verizon with a request to revise their current lease. The proposal includes a reduced monthly rental amount with new lease terms. The request was initiated because Verizon has been offered better rates to relocate.

Current Payment	Lease Renewal	Rent Increase	Electric Service	Electric Increase
\$2,459.75/Month	5 Year (3) 5-Year Auto Renewals	3% Annual	\$491.95/Month	3% Annual
Proposed Payment	Lease Renewal	Rent Increase	Electric Service	Electric Increase
\$1,600.00	5 Year(4) 5-Year Auto Renewals	10% Every 5 Years	Need Clarification – no changes?	
Comparison	2024 Annual	2029 Annual	2024 Annual	2029 Annual
	\$36,482.98	\$42,293.77	\$24,000	\$26,400

The Board authorized continued negotiations. A formal resolution will be presented when the final terms have been reached.

Scattered Sites/Disposition

The SAC submitted a letter of approval for the disposition of 202 Sharp and 309 McNeil. We are still waiting for final certification from the field office for the other sites. We are waiting for that approval before moving forward with the listing of the properties for sale.

Projects

Roof replacement	JCP	<i>Jan Update We have had significant leaks in the 7th and 8th floors. Working with Union Roofing and Architect to resolve issues. Additional repairs have been completed with continued leaks. May need to do additional building work to rule out non-roof contributing factors.</i>
County Emergency Telecom	JCP	<i>Jan – Permitting is complete, site-visits and initial pre-construction work is starting.</i>
Window replacement	MVP	<i>Nov. meeting update: Project complete. Working on close out.</i>
Camera upgrades	JCP, HCFC	<i>Jan. No Update.</i>
JCP Interior Door Replacement	JCP	<i>Jan - Completed</i>
MVP Sliding Door Replacement	MVP	<i>Jan – the sliding door has become a target for vandalism and is reducing security for access to MVP. We received quotes and awarded South Jersey Glass a contract to replace the slider with a swing door in efforts to improve security.</i>

JCP Lighting Project – Tree cutting is scheduled for 2/7. Once completed the electrician will come out and replace the lights.

MHA Programs

- The MHA opened their Section 8 waiting list from January 22nd to February 2nd. A lottery was conducted and to select 300 applications from the over 1000 received. Letters have been sent to notify applicants. We have also closed the waiting list for Holly Berry Court. We currently have 500 applicants on the waiting list.
- We have partnered with T-Mobile to offer free tablets with unlimited internet access for \$15/month (tenant paid). We are currently working on the roll. We distributed surveys to the tenants and are collecting responses. Next, we will schedule a distribution day and T-Mobile supported tech support. We have also switched MHA cellular plans to T-Mobile and are working to switch some remote office connectivity, which should cut those telecommunications bills nearly in half. We will continue to monitor effectiveness and billing.
- MHA will be continuing the internship for tenant social services with Rowan College of South Jersey.

Chairwoman Santoro asked if we had started planning for summer camp. ED Silvers stated that we have been discussing it and are becoming familiar with the inspection/license process and the agreement with Rutgers.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #1-24 Resolution Approving the Appointment of Kim Barfield

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #2-24 Resolution Approving a Slate of Officers for 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #3-24 Resolution Approving Payment of Bills for December 2023 & January 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #4-24 Resolution Approving a Risk Management Agreement for 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #5-24 Resolution Appointing a Fund Commissioner for 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #6-24 Resolution Approving Write-Offs for FYE 9-30-2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Chairwoman Santoro asked if there was any old business. Commissioner Flickinger asked if we had leads on other new commissioners. ED Silvers stated that she did not have any at this time. She would follow up on tenant recommendations.

Chairwoman Santor asked if there was any new business. ED Silvers shared they we are begin the process for the Annual Plan and are soliciting tenants to be on the Resident Advisory Board.

Ed Silvers also updated the Board on the Health Department Lease. They are outgrowing the current space and would like to renew the current lease for one year with one year renewal options going forward. We need to start actively looking for a new tenant.

The Bridgeton HA Section 8 Shared Services contract has been extended for an additional 60 days while they complete their in-house training.

The Community Solar Project is moving forward. Our master meter projects are eligible to sign up now. We can roll this out to the tenants when they are eligible. HCFC would fall under the tenant eligibility.

Chairwoman Santor asked if there was any public comment.

Cynthia Plummer – JCP 609

- We need bigger Resident Only parking signs.
- More no smoking signs.
- Recycle bins need regular cleaning.
- The custodian is rude and disrespectful.
- Need security to deal with homeless and prostitutes.

Marybeth Woodland – JCP 604

- Residents are reporting extremely high electric bills. When they call the company about them, they are being asked if the meters have been checked. (\$300-\$400)
- Why can't they be given a new lease? This is dictated by the ACOP. The old lease is still good for verification purposes.
- The ALP program stinks. They are short-staffed and are not checking on people. They do not have an RN.

At 5:46 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.