

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

May 28, 2024

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, May 28, 2024. The meeting was held at the Jaycee Plaza community room. 122 E. Main Street, Millville, NJ. The meeting was convened at 5:06 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, Accountant Tony Polcari, and MHA staff.

Chairwoman Santoro asked for a motion to approve the April 23, 2024, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

### **Correspondence**

On April 26, 2024 we received notification from the Special Application Center regarding the approval of disposition of the 10 MHA scattered sites. Samantha contacted the consultant that put together the relocation plan to be begin moving forward.

### **Financials**

Accountant Tony Polcari was present to give the Budget Analysis for the six months ended March 31, 2024. He indicated that the MHA is a very sound financial position. The MHA could operate for seven months on our current reserves. In December 2023 we purchased certificates of deposit to invest some of the excess reserves. Five different certificates of deposit were purchase so as to be covered by FDIC insurance. Our debt service will be paid off in two years. This will further increase the reserve. A copy of the Budget Analysis is available on our website in the financials section.

### **Occupancy**

The current occupancy rate is 94%.

## Disposition

We now have approval for both disposition applications. We currently have four occupied units. We will initiate movement on the Tenant Relocation plan as well as taking first steps to prepare for the public sale of the properties.

## Projects

Roof replacement	JCP	<i>A roofing company came out to view the work that had been completed. They will be doing an analysis of the drains to see if they are causing the leaks.</i>
County Emergency Telecom	JCP	<i>May Update – The work is proposed to be finished by June.</i>
Camera upgrades	JCP, HCFC	<i>May. No Update. Waiting on grant award information to proceed.</i>
MVP Sliding Door Replacement	MVP	<i>Completed. Adding alarm.</i>

## MHA Grants

We have submitted a Safety and Security Grant for cameras and outdoor lighting at Maurice View Plaza and Riverview West. We are the announcement regarding eligibility determinations. Then this will go to a regional lottery for awards.

## Holly City Family Center Operations

- Ocean First Resolution– Grant application for General Operating/Flexible funds for HCFC
- Memberships are consistent with last month.
- **Inspira Fitness Connection announced its closing slated for June 30, 2024. We have been working with their group fitness instructors to bring on some of their classes that are well attended. We solicited members on 5/22/24 at Inspira and will try to set up more sessions as their closing date approaches. We are working with the American Legion to secure space for classes for the summer and going forward.**
- Current programming/rentals:
  - o Special Olympics Swim Team
  - o Swim lessons
  - o Weight watchers

- Salem County Special Services
- MHA Tenant Services open swim times
- Released Summer Camp Registration Form
  - We have 60 campers registered out of 80 slots. We are working to finalize counselors.
  - Finalizing counselors
- Grants
  - Applied for Learn to Swim grant from USA Swimming. *Not funded.*
  - Applied for Cumberland County Youth Services Grant. *Awarded \$24,000*
    - *Offset costs for Rise & Shine and overhead to operate the program*
  - Applied for Cumberland County Youth Violence Prevention. *Awarded \$9,800*
    - *Will be holding additional teen programming in the summer months. We will finalize planning in April-May. Some funds will go towards general administration of the program.*
  - Applied for NJ Office of Faith Based Initiatives grant. *Summer announcement.*
    - *Would support additional on-and-off site Senior Programming at the HCFC and MHA properties.*

### **Old Business**

Pest Control presentations will be presented by Rutgers on June 11, 2024 at Riverview East, Riverview West and Jaycee Plaza.

### **New Business**

- We are in receipt of concerns with janitorial services, notably JCP. We have reached out to JanPro to notify them. We will work with them to establish a cleaning schedule and clear line of communication in order for them to rectify the issue.
- Resident Council. JCP has taken the steps to form a resident council. The MHA Board of Commissioners should officially recognize the Council through adoption of a resolution and coordinating MOU. I will prepare an MOU for the Board to review next month.
- INSPIRE Inspection for Riverview West has been scheduled for June 19-20, 2024. Staff members did an initial inspection today to determine what need to be addresses.

Chairwoman Santoro indicated that there were resolutions to approve.

**Resolution #17-24** Resolution Approving the Payment of Bills for the Month of May 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #18-24** Resolution Cancelling the Contract for Lawn Care & Snow Removal Services 2024-2025

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #19-24** Resolution Approving a Contract for Lawn Care Services 2024-2025

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Una

Chairwoman Santoro asked if there was any old business. Presented by the ED during her report

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Chairwoman Santoro asked if there was any public comment.

Easter Lasley (Resident Council) & Cynthia Plummer (609) –

- Can tubs be switched to walk-in showers? Especially for those with medical or mobility issues.
- Security – There are a lot of homeless people sleeping in the building. They follow other people in. They are using and changing in the bathrooms. They are sleeping in the stairwells.
- Are leases being done in person?
  - Envelopes are not being sealed. Concerned about privacy.
  - Can the paperwork be picked up at the property managers office instead of being mailed.
- Residents are giving their keycards to people who do not live in the building.
- Janitor – lots of problems!

Elizabeth S. (701)

- Janitor, ladies public bathroom not be taken care of properly
- Leaks on the 7<sup>th</sup> floor, ceiling tiles missing
- Are the AC filters being cleaned? This is on a 6 month schedule.
- Pest Service – trash rooms not being cleaned.

Beatrice (807)

- Pull cords? These were all removed.

William Watkins (413)

- Trash rooms – can smell them all the way down the hall.
- Can tenants have a designated smoking area? This is mandated by HUD. It is out of MHA control.

Jackie Dawson (211)

- Why aren't there any exhaust fans in the kitchens?
- Tenant in 211 passed away, can still smell it.

Kenny Ingraham (711)

- Questions about rent calculation. Has not gotten an explanation and the property manager was nasty when asked.
- Mouse problem

Shirley Edwards (803)

- Need to replace ceiling tiles
- Signed up for a tablet but did not receive one.

At 6:10 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Flickinger made a motion and Commissioner Barfiled seconded. All present were in favor.