

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

September 24, 2024

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, September 24, 2024. The meeting was held at the Jaycee Plaza community room. 122 E. Main Street, Millville, NJ. The meeting was convened at 5:02 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 (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 August 20, 2024, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Correspondence

On Wednesday, September 18, 2024, HUD announced that Public Housing Authorities will not be required to be compliant with HOTMA Section 102 and 104 income and asset provisions by January 1, 2025, except for the Earned Income Disregard (EID) provisions. The change is deadline is due to the program for implementation is not yet ready and will not be ready by the previous January 1, 2025, deadline.

Board Vacancies

Samantha has had informal discussions with the City of Millville. They have received some interested citizens for development boards that are already full. They will direct them to the MHA board openings.

Occupancy & Maintenance

We are currently at an occupancy rate of 90%. We have shifted our focus to the occupancy rate since we have completed three of our four REAC inspections. We have hired a full-time maintenance technician and had a technician return from a leave of absence. We did go out for

quotes for contractor unit turns during this down time. We are evaluating whether or not this will be a prudent investment since prices seem to have increased significantly from previous contracts. The waitlist coordinator has completed the annual list purge to keep the applicants active. These factors should have us moving back towards our goal of 96% over the next few months.

Scattered Sites/Disposition

We have received approval for the tenant protection vouchers. These work like Section 8 vouchers. The RFP for the Realtor is almost complete. The results of the RFP will be back for the October Board meeting. We are planning to award two contracts. We will need new appraisals for the properties.

Projects

Roof replacement	JCP	We have not had issues with leakage.
County Emergency Telecom	JCP	Work is ongoing.
Camera upgrades	JCP, HCFC	<i>July. No Update.</i>
MVP fire alarm panel	MVP/HCFC	<i>The alarm has been going off due to malfunctioning of system. We are in the process of replacing. The Fire Dept. has reached out due to repeated alarms, and we have been in communication with them regarding the upgrades. The panel was replaced the previous week.</i>

Holly City Family Center Operations

- The learn to swim grant will reopen in October and we will reapply.
- Memberships are consistent with last month.
- Inspira Fitness – Now that summer camp is over all our land classes are back in the facility. We are requiring that all instructors take attendance so that we can reevaluate the schedule moving forward. This will allow us to do what is best for our budget.
- Current Programming/ Rentals
 - Weight Watchers
 - MHA Tenant Services open swim times
 - Tiger Sharks swim team will start October 1st. They have increased to 5 days.

- Summer Camp is complete. We will not receive our final payments from Rutgers for another week. Samantha has estimated that we will have a profit of \$86,000 this year versus \$99,000 that was budgeted. We will have a final number by the next board meeting.
- Grants –
 - Applied for the Cumberland County Youth Services Grant. We were awarded \$24,00
 - Will us this to offset costs for Rise & Shine and the overhead to operate the program
 - Monitoring was scheduled for September 23rd. It went well.
 - Applied for the Cumberland County Youth Violence Prevention Grant. We were awarded \$9,800.
 - We held additional teen programming during the summer months.
 - Some of the funds went toward general administration of the program.
 - Applied for the HCDC grant for equipment. We were awarded \$10,000.
 - This will go towards a new leg press machine, 2 rowers and a recumbent bike.
 - Applied for the HCDC façade grant for new signage and repair of the entranceway.

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

Resolution #27-24 Resolution Approving the Payment of Bills for September 2024

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #28-24 Resolution Adopting the Budget for Fiscal Year 2024-2025

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Chairwoman Santor asked if there was any old business.

Resident Council – We discussed at the May meeting that the JCP residents had taken the steps to form a resident council. The MHA Board of Commissioners should officially recognize the Council through the adoption of a resolution and coordinating MOU. This was not prepared for this meeting because we are still waiting for finalized bylaws from the Council. MHA staff will work with the Council to complete the bylaws.

Chairwoman Santoro asked if there was any new business.

We are working with Amy Holmes, a Certified Health Education Specialist, from Cumberland County, who is focused on Trauma Prevention. We have scheduled a Community Learning Session, “Mental Health Matters”, at 6 pm on October 15th at Holly Berry Court.

Samantha spoke with the Health Department Executive Director about their lease and plans for the future. She asked them to keep the space in mind for any other agency that could possibly utilize the space.

Chairwoman Santoro asked if there was any public comment.

Cynthia Plummer (Apt. 609) –

- A resident in the building has family members staying with them for several months. There are four extra people in the apartment. Cynthia has dates and times for reference. Solicitor Robinson indicated that this discussion could not continue.
- Dryer vents outside need to be cleaned
- Can the community room be rented?
- What is the possibility of getting walk in showers. Samantha stated that she had two quotes regarding the conversion, but still needs a third quote before the MHA can proceed.

Kenny (Apt. 711)

- He is having issues with other tenants, he was advised that he needed to speak with property management about this.
- He is having problems with his refrigerator. Maintenance has checked it and he was told it was normal, but he is still concerned. The freezer is making ice. Was told we would initiate a work order.
- Hot water heater under the sink is not big enough.

Jones (Apt. 207)

- Black mold around the bathtub. He has called about it but has not gotten a response.

Marybeth Woodly (Apt. 604)

- She received a letter about having an additional freezer in her apartment. It stated that she had to remove the freezer or leave the apartment. She was advised that this needs to be taken up with property management. It was discovered during an inspection and it was shut off. She lost \$230 worth of food.

Beatrice Scott (Apt. 807)

- Fire Extinguisher in the apartment. We are required to provide the tenants with them to cover liability requirements for our insurance.

At 5:35 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.