

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

February 25, 2025

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, February 25, 2025. The meeting was held at the Riverview East community room, 130 South Second Street, Millville. NJ. The meeting was convened at 5:01 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. Present were Chairwoman Santoro, Commissioner Charles Flickinger, Commissioner Winfield Pettit, Commissioner Kim Barfield, Commissioner Wade Loatman, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson and MHA staff.

Chairwoman Santor asked for a motion to approve the January 28, 2025, minutes.

Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

**Occupancy/Maintenance**

We are currently at 92% occupancy. We are taking several steps to increase this number.

- We have hired a contractor to do unit turns. They are currently working on units in JCP. These are all similar one-bedroom units.
- We are working to make our efficiency units more desirable since these are often passed over.
  - Converting several units into walk-in showers. We have contracted Bath Fitters for nine units.
  - Looking to video “tidy” units to show how the apartments can be set up.
  - Looking for other cosmetic upgrades that might be feasible.
- We have several efficiencies available but are short applicants for these units. We have set up meetings with the Hope Center to have staff members assist potential tenants with the application process. Our first meeting is scheduled for March 7<sup>th</sup>. We are planning to have these meetings every two weeks and will determine the need going forward.

**Scattered Sites/Disposition**

All vacant units have been marketed. Offers have been accepted and contracts signed. We have sent the review packages to HUD to prepare for the release of the Declaration of Trust. The field office contacted us and requested an additional week for review due to an unexpected loss of several staff members. The buyers have been notified about the delay. This should not be an issue since none of the buyers had mortgages with potential rate locks.

**Projects**

Cameras	JCP, MVP	<i>Feb - We have received several updated quotes. They vary in scope. Need to finalize the scope of the projects prior to authorizing contract.</i>
Paving	All sites	<i>Feb – Contacted local contractors for sealcoating. We may be able to address several sites and do a formal bid for the larger projects, like Ferguson Ct., which needs more significant repairs.</i>
Fire Panels	MVP	<i>Obsolete and need to be replaced. Feb – proposal accepted, and proposal authorized.</i>
HVAC/Mechanical	HCFC – Health Department	<i>A new heater has been ordered. Feb – Install scheduled 2/27</i>
Walk-in Showers	JCP, RVE and RVW	<i>9 units have been authorized</i>
HVAC/Mechanical	RVW	<i>New AC unit in Community Room.</i>
Exterior Lighting	Ferguson, RVE, RVW	<i>Feb – Full site upgrades</i>

Commissioner Loatman asked what had happened with the tenant from the previous meeting who was having a problem with their refrigerator. Yoland stated that the refrigerator had been replaced the next day.

Chairwoman Santoro indicated that there were resolutions to approve.

**Resolution #7-25** Resolution Approving the Payment of Bills for February 2005

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #8-25** Resolution Approving a Lease Agreement with CCDOH 2025-2026

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #9-25** Resolution Approving a Contract for Pest Control Services

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #10-25** Resolution Approving a Closed Session

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. There was none.

Chairwoman Santoro asked if there was any public comment.

Elizabeth RVE 1A-

- She has been having a problem with packages being stolen. She had to call the police. She stated it was a tenant on the 4<sup>th</sup> floor. She was able to get her packages back.
- Drug use issues
- A lot of people are trying to get into the building. Doors and being propped or jammed. She does not feel safe. *Yoland said she would call Stanley to have the doors checked.*

Felix RVE 20 – security for RVE &RVW

- People prop doors at both East and West. The alarm on the door for RVE is not working properly. *Yolanda said she would have the batteries checked and see if the system can be updated/modified to make it tamper resistant.*

Christina Coates RVE 4H

- People are being let in by tenants and they are also sneaking in behind other people.
- The janitor is only cleaning one floor a day but is spending a lot of time not doing anything. AJ is assigned here. Denise has been getting a lot of complaints.
- A lot of trash around the building
- There are too many shopping carts in the building. *We will start doing more frequent pick-ups.*
- How do you get the call box updated? *Kari can ask during inspections and note those that need to be updated.*
- People are using the space behind the shed as a bathroom. *Unfortunately, there is really no way for us to monitor this.*

At 5:37pm Chairwoman Santoro asked for a motion to recess the MHA meeting to move into the HCFC meeting. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

At 5:44pm the MHA meeting was reconvened.

At 5:45pm the Board entered a closed session.

At 6:05pm the board went back into an open session to vote and approve the Shared Services agreement with Wildwood Housing Authority.

**Resolution #11-25** Resolution Approving a Shared Services Agreement with the Wildwood Housing Authority

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Barfield

Roll Call: Unanimous

At 6:06pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.