

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

December 20, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, December 20, 2022. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:04 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 at this time. Present were Chairwoman Santoro, Commissioner Winfield Pettit, Commissioner Jaclyn Haas-Benner, Commissioner Kim Ayres, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson, Accountant Tony Polcari, and MHA staff. Commissioner Charles Flickinger was absent.

Chairwoman Santoro asked for a motion to approve the November 15, 2022, minutes. Commissioner Ayres made a motion and Commissioner Pettit seconded. All present were in favor.

Financials

Public Housing

Tony Polcari presented the financial report. He stated that the year-end financials have been submitted to HUD. Our PHAS Score was 24.1 out of 25. The profit and loss had a surplus of \$220,000. This was a successful year. After the first two months of the new fiscal year, we have a budget surplus of \$27,000. We are at \$51,000 more subsidy from the operating fund. We should be in a good position for 2023. Our management score is 16.4 out of 25. Need 16 to pass. This number is dictated by our occupancy rate. We should be at 98%. If we remain under 97% we will begin to lose operating subsidy. Tony stated that we need to get our rate back on track. He has had a discussion with Samantha and Yolanda about this.

Samantha advised that we are fully staffed in the maintenance department. The REAC inspections have been completed. The staff has turned a lot of units, now they just need to fill them. Commissioner Pettit asked why the occupancy rate was so low. It was explained that when a tenant passes away there is an automatic 30-day waiting period before any work can be done on the unit. Samantha explained the board that the staff uses to track occupancy and dictates the maintenance schedule. Once a unit is completed and available, we then work with the applicants on the waiting list. This is all contingent on the applicants responding timely to our requests. We are planning to start gathering the required paperwork sooner so that we can fill the units quicker as they become available. We also have a long list of transfers that have a zero impact on the occupancy rate.

Housing Choice Voucher

The Section 8 Management Assessment Program (SEMAP) Certification was submitted. Program utilization remains above 98%. There are no significant variances from the budget.

Scattered Sites

We received the letter of support from the City of Millville. Samantha is working on the application to be submitted to HUD. She is going to submit it with a brief relocation statement. Rick from the Brooke Group will continue to work on the detailed plan to be presented to the board.

Projects

| | | |
|--------------------------|---------------|---|
| Roof replacement | JCP | <ol style="list-style-type: none"> 1. Working with architect and roof consultant to finalize scope of work. 2. Working with T-Mobile for equipment status during replacement 3. Trying to contact Verizon for equipment relocation during replacement. |
| Sprint lease termination | JCP | We received another lease payment since decommissioning hasn't started yet. Met for pre-demo meeting |
| County Emergency Telecom | JCP | Received summary of Public Safety Communications Infrastructure Plan to review. |
| Window replacement | MVP | Bid Opening Dec. 22 nd at 11 |
| Call box replacements | JCP, RVE, RVW | Need to review quotes |
| Camera upgrades | JCP, HCFC | Waiting on Mike English – update quote for LTS from Hyke Vision. Also upgrade DVR to extend footage storage. |

Grants

We received \$3,000 from HCDC for Community Collaborative Initiative for the HCFC. This was used for community programming. The final report was submitted on December 16, 2022.

Tenant Services

We have started a quarterly newsletter to increase our communication with tenants. The communications will promote tenant services at HCFC. The first issue went out with the December rent statements. Samantha worked with Jackie at the Rowan Clay Collage and MHA hosted 3 holiday themed workshops. Clay College students made clay ornaments and the tenants painted them. The workshops were advertised with fliers. We have about 5 participants at each location. Those that attended expressed sincere gratitude for the activity. But what they really want is BINGO.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #38-22 Resolution Approving the Payment of Bills for December 2022

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #39-22 Resolution Appointing a Fund Commissioner for 2023

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #40-22 Resolution Authorizing the ED to File an Application with HUD for Demo/Dispo of Scattered Sites

Roll Call Vote:

Motion: Commissioner Ayres

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. Samantha invited the Board members to attend the holiday lunch on Friday, December 23rd.

Chairwoman Santoro asked if there was any public comment. There was none.

At 5:28 pm Chairwoman Santoro asked for a motion to adjourn the meeting and move into the HCFC meeting. Commissioner Ayres made a motion and Commissioner Haas-Benner seconded. All present were in favor.

Samantha Silvers – Secretary

Date

