

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
November 19, 2019

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, November 19, 2019 at the Jaycee Plaza Community Room. 122 East Main Street, Millville, NJ. The meeting was convened at 5:00 pm.

Chairwoman Ring announced the Sunshine Law requirement had been met, properly posted and advertised and conducted the Open Public Meeting Act.

Karen Chiarello proceeded to call the roll at this time. Present were: Chairwoman Paula Ring, Commissioner Robert Tesoroni, Commissioner Heather Santoro, Commissioner Charles Flickinger, Commissioner Kristina Townsend, Executive Director/Secretary Paul Dice. Also present were MHA Solicitor Arnold Robinson and MHA staff.

Chairwoman Ring asked for a motion for the approval of the September 24, 2019 minutes. Commissioner Townsend made a motion to approve the minutes and Commissioner Tesoroni seconded. All others present were in favor.

#### **Employee Health Insurance Renewal**

Debbie Biondi, our broker from Allen & Associates came to speak about our upcoming renewal.

We have been enrolled in a Horizon high deductible health insurance plan for the past 7 years. Horizon quoted a 16% increase to our current rates. Factoring in the impact of our retention levels gives a projected 10% increase overall annually.

Debbie solicited quotes from other plans for comparison, including the State Health Benefits Program. She concluded that we would be best served by renewing our current plan.

Commissioner Tesoroni asked about the deductible amount. Debbie explained that we have a reimbursement card for covered employees.

#### **Board Members**

After more than two decades of exemplary service to the MHA Dr. Larry Miller resigned effective 12/31/19. Due to circumstances beyond his control he will not be attending the November and December meetings. It has been a privilege to work with Dr. Miller and we wish him well.

Paul Dice, Executive Director, spoke with city personnel regarding a replacement for Dr. Miller. They have identified Mr. Winfield Pettit Jr. as a replacement.

The re-appointment of Chairwoman Paula Ring has also been discussed. This was tabled at the City Councils last meeting.

#### **Financial Summary**

The MHA posted \$28,576 in positive net income for October. The year-to-date figure is the same as the new fiscal year started 10/1/19.

The Holly City Family Center (HCFC) posted \$9,479 in negative net income for October. The year-to-date figure is the same as the new fiscal year started 10/1/19. We are not worried about the negative net income at this point.

### **Occupancy**

The MHA is currently 97% occupied.

### **Presentation of Housing Authority Operations to City Commission**

At the request of the City Commission, Paul provided them with an update of our operations during their 10/15/19 working session. He memorialized the presentation and circulated it to the City Commissioners. A copy was also sent to the MHA Commissioners via email on 10/25/19.

### **Changes to our Admissions and Continued Occupancy Policy (ACOP)**

Betsy Loyle has done a good job preparing us for mandatory and recommended ACOP changes. Her changes detailed in her report have been posted to the website as an additional ED report for November. The report is color coded for each change to indicate whether it is mandatory, recommended or simply a policy change of our choosing.

One of the changes is converting to an on-line only housing application. Commissioner Santoro asked what accommodations would be made for those that do not have internet access or computer access. It was explained that a computer kiosk would be available at the Holly Berry Court office.

### **Public Housing Joint Insurance Fund (JIF) Renewal**

As they have done in the past, the JIF has requested a statement of our intent to renew for the next 3 years. 1/1/20 through 12/31/22. Our insurance broker and Paul recommend renewing this coverage.

### **Write Off of Unrecoverable Accounts Receivable**

The following represent the unrecoverable debt by development for the fiscal year ending 9/30/19:

Holly Berry Court – \$9,372  
Ferguson Court - \$120  
Riverview West - \$1,777  
Riverview East - \$1,156  
Jaycee Plaza - \$787  
Cedarview Court - \$0  
Maurice View Plaza - \$1,278  
Total - \$14,490

### **Wildwood Housing Authority (WHA) – Shared Services Agreement Re-opener**

The MHA's contract with the WHA runs through 12/31/21 and contains annual re-openers for provision negotiations. The next re-opener is December 2019. The following two items were proposed at their last meeting. The first was a 3% contract increase in the annual rated to \$89,168. The second was a cessation of the MHA providing Information Technology (IT) services. Both provisions were approved at the WHA board meeting effective 1/1/20.

## **Salem Housing Authority (SHA) – Shared Services Agreement Re-opener**

The SHA contract runs through 12/31/20. As with the WHA, it contains a re-opener. The current contract rate is \$87,550. In addition, the MHA manages the SHA's Section 8 program for an amount equal to that which the SHA receives in administrative funding from HUD. The administrative funding fluctuates throughout the year, but averages about \$24,000.

We will be seeking a 3% increase in the annual contract rate at the SHA's December 2019 Board of Commissioners meeting. The Section 8 contract amount cannot be increased.

Chairwoman Ring advised that there were resolutions to approve:

**Resolution #30-2019** Resolution Approving the payment of Bills for October & November 2019

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Townsend

Roll Call: Unanimous

Commissioner Flickinger abstained from check #'s 17138 & 17041

**Resolution #31-2019** Resolution Approving a Contract for Architectural Services 2019-2020

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Flickinger

Roll Call: Unanimous

**Resolution #32-2019** Resolution Approving the Renewal Membership with the JIF

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Flickinger

Roll Call: Unanimous

**Resolution #33-2019** Resolution Approving a Contract for Fee Accounting Services 2019-2020

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Flickinger

Roll Call: Unanimous

**Resolution #34-2019** Resolution for Health Insurance Renewal for 2020

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Santoro

Roll Call: Unanimous

**Resolution #35-2019** Resolution Approving Fiscal Year Write-Off Amounts

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Townsend

Roll Call: Unanimous

**Resolution #36-2019** Resolution Approving Changes to the Admissions and Continued Occupancy Policy (ACOP)

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Flickinger

Roll Call: Unanimous

**Resolution #37-2019** Resolution Approving a Contract for General Contractor Services 2019-2020

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Townsend

Roll Call: Unanimous

Chairwoman Ring asked if there was any old business. There was not.

Chairwoman Ring asked if there was any new business. There was not.

Chairwoman Ring asked if there was any public comment. A tenant asked if a ramp could be added to the rear entrance of Jaycee Plaza leading to the back lot.

At 5:22 pm Chairwoman Ring asked for a motion to adjourn the meeting to go into the Holly City Family Center meeting. Commissioner Townsend made a motion, Commissioner Santoro Seconded. All present were in favor.

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Paul Dice – Secretary

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Date