

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

October 25, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, October 25, 2022. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:03 pm.

Chairwoman Santoro announced the Sunshine Law had been met, properly posted, and advertise 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 Jaclyn Haas-Benner, Commissioner Kim Ayres, and Executive Director Samantha Silvers. Also present were Solicitor Arnold Robinson (by phone), Accountant Tony Polcari, and MHA staff.

Chairwoman Santoro asked for a motion to approve the September 27, 2022, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

### **Financial**

#### Public Housing Program

Year-to-date net income from operations is \$587,777 through September 30,2022 vs. YTD budget of \$326,640. Favorable variance of \$261,137 is due in part to the following:

1. Dwelling rents (net of collection losses) exceed budget by approx. \$85,000
2. Salaries, benefits and travel are approx. \$160,500 below budget

#### Housing Choice Voucher Program

1. YTD increase in unrestricted net position is \$6,944.
2. MHA is moving forward to beginning to lease up the additional 4 vouchers provided to us under the Consolidated Appropriations Act 2022.

### **Occupancy**

The occupancy rate remains at 92%. There is currently a transfer list that will result in a net zero impact on the rate. Jennifer has had several showings and lease ups so we are moving in the right direction to increase that percentage.

### **Scattered Sites Disposition**

- Requested Letter of Support from the City of Millville. No response as Friday.
- Had a Teams meeting with NJ Historic Preservation regarding 202 Sharp Street and 309 McNeal Street proposed demolition consultation. 202 Sharp is outside of the eligible historic district and they have determined that it does not contribute to the district. 309 McNeal is within the district but it sounds like we will be able to proceed with demolition under an MOA which would

commit the MHA to documenting the property and saving any historic characteristics (iron gate) prior to demo.

- I reached out to a consultant to get a quote to help with the relocation of the 6 families. *We will apply for tenant protection vouchers for any tenants that do not want housing at any of our other sites. The Board passed a walk-on resolution to approve using a consultant for the relocation of the existing tenants. The Brooke Group will be the consulting firm being used. Rick Ginnetti has worked with Vineland and in South Jersey in the past and is familiar with the area and the market.*
- With these items wrapped up, the application will be ready to submit.

**Projects**

Roof replacement	JCP	Ongoing research
Sprint lease termination  <i>Architect and Roof Specialist coming out 10/26/22</i>	JCP	Notice to terminate lease by the end of November. We received decommissioning plans. We are working to determine the origin/carrier of all equipment on the roof to coordinate with roof replacement
County Emergency Telecom	JCP	Ongoing research
Window replacement	MVP	Met with architect to begin spec.
Call box replacements	JCP, RVE, RVW	Waiting on quotes
Camera upgrades	JCP, HCFC	Waiting on quotes

Chairwoman Santoro indicated that there were resolutions to approve.

**Resolution #28-22** Resolution Approving the Payment of Bills for October 2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolutions 29, 30, & 32 will go back for approval in November after they have been updated per the Boards request.**

**Resolution #32-22** Resolution Approving a Contract for Audit Services for FYE September 2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #33-22** Resolution Approving a Contract for Fee Accounting Services for 2022-2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

**Resolution #34-22**

Resolution Approving the Hiring of the Brooke Group as a Consultant

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Flickinger

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. There was none.

At 5:36 pm Chairwoman Santoro asked for a motion to adjourn the meeting and move into the HCFC meeting. Commissioner Flickinger made a motion and Commissioner Haas-Benner seconded. All present were in favor.

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Secretary – Samantha Silvers

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Date