

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

January 24, 2023

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, January 24, 2023. The meeting was held at the Jaycee Plaza Community Room, 121 East Main Street, Millville, NJ. The meeting convened at 5:01 pm.

Vice Chairman Flickinger 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 Vice Chairman Charles Flickinger, Commissioner Winfield Pettit, Commissioner Jaclyn Haas-Benner, Commissioner Kim Ayres, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson, Accountant Tony Polcari (by phone), and MHA staff. Chairwoman Heather Santoro was absent.

Vice Chairman Flickinger asked for a motion to approve the December 20, 2022, minutes. Commissioner Ayres made a motion and Commissioner Haas-Benner seconded. Vice Chairman Flickinger abstained, all others present were in favor.

**Financial**

Public Housing – Net operations continue to exceed budget.

Housing Choice Voucher Program – Program utilization remains above 98%. There have not been any significant variances from the budget.

**Occupancy**

The occupancy rate remains at 92%. We currently have two lease-ups scheduled. We have ten people approved and waiting for units. We are waiting for completed paperwork from several other candidates. Commissioner Pettit asked about pre-certification. Yolanda explained the process required by HUD and waiting times. With these requirements pre-certification is not a viable option.

**Scattered Sites/Disposition**

We have received our letter of support from the City. Samantha has been in contact with the Brooke Group regarding tenant relocation. Samantha will finalize and submit the application to HUD with a brief relocation statement. Rick from the Brooke Group will continue to work on the detailed plan that will be presented to the Board.

**Projects**

Roof replacement	JCP	<ol style="list-style-type: none"> <li>1. Working with architect and roof consultant to finalize scope of work.</li> <li>2. Working with T-Mobile, Verizon for equipment status during replacement</li> </ol>
Sprint lease termination	JCP	Decommissioning demo scheduled to start 1/24/23.
County Emergency Telecom	JCP	Ongoing study of project design. May utilize some former Sprint equipment. Feasibility on the county side has been given a go. Next steps are lease term discussions.
Window replacement	MVP	<p>-Received 2 Bids:</p> <ol style="list-style-type: none"> <li>1) \$333,000 A1 Construction</li> <li>2) \$228,600 Levy Construction</li> </ol> <p>There is a resolution on the January meeting to authorize the Contract with Levy. The bid is within 10% of our Architect's cost estimate of \$250,000-\$280,000.</p>
Call box replacements	JCP, RVE, RVW	<p><b>Next priority project(s).</b>  Waiting on quotes.  <i>We are having several issues with the current system and cannot update it at this point.</i></p>
Camera upgrades	JCP, HCFC	<p><b>Next priority project(s).</b>  Waiting on quotes.</p>

### Salem Housing Authority Shared Services

The contract term was up December 31, 2022. A resolution is being presented to support the contract renewal with a 3% increase bring the PH contract to \$91,980 and we continue to receive the entirety of the Section 8 administrative funds.

### Grants

- Submitted a \$9,500 Community Resource Development fund grant request for Rise & Shine. This is a pass through for NJ Department of Children and Families. We received \$6,000 last year.

- Considering submitting an Ocean First Operating/Flexible Support Grant for Holly City Family Center (HCFC). The foundation funding priorities seem to line up well. It covers health & wellness, housing, improving quality of life, and youth development and education. Would apply for the option A which is \$5001 and up.
- AARP Community Challenge Grant is open again. Will reapply. Last year's application was denied. The reason cited was high demand for grant resources. No individual consultation was given. This grant covers Public Places, Transportation, Housing, Diversity, Digital Connections, Community Resilience, Civic Engagement, Community Health & Economic Empowerment.

Vice Chairman Flickinger indicated that there were resolutions to approve.

**Resolution #1-23** Resolution Approving a Slate of Officers for 2023

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #2-23** Resolution Approving the Payments of Bills for January 2023

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #3-23** Resolution Approving a Risk Management Agreement for 2023

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

**Resolution #4-23** Resolution Approving a Contract for Window Replacement at MVP

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

**Resolution #5-23** Resolution Approving a Contract for Trash Hauling Services for 2023-2024

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

**Resolution #6-23**

Resolution Approving an Addendum to the Shared Services Agreement with SHA  
2023-2024

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

Vice Chairman Flickinger asked if there was any old business. There was none.

Vice Chairman Flickinger asked if there was any new business. Vice Chairman Flickinger mentioned the passing of former Commissioner Dr. Larry Miller and noted his numerous years of service to the MHA Board.

Vice Chairman asked if there was any public comment. There was none.

At 5:23 Vice Chairman Flickinger asked for a motion to adjourn the meeting and move into the HCFC meeting. Commissioner Pettit made a motion and Commissioner Haas-Benner seconded. All present were in favor.

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Samantha Silvers – Secretary

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Date