

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF MILLVILLE  
August 28, 2018

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, August 28, 2018 at Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, New Jersey. The meeting convened at 5:00 p.m.

Vice Chairman Larry Miller announced the Sunshine Law requirement had been met, properly posted and advertised and conducted under the Open Public Meetings Act.

Allison Corson, Director of Administration proceeded to call the roll at this time. Present were: Commissioner Heather Santoro, Commissioner Larry Miller, Commissioner Kristina Townsend and Commissioner Robert Tesoroni. Chairwoman Paula Ring was absent. Also present were MHA Solicitor Arnold Robinson, MHA staff, and residents.

Vice Chairman Miller asked for a motion of approval for the July 24, 2018 minutes. Commissioner Tesoroni made the motion to approve the minutes and Commissioner Santoro seconded. All present were in favor.

**Financials**

For July 2018, the MHA properties and Central Office combined posted \$25,141 in positive net income for the month. The MHA maintains a positive \$60,806 in year-to-date net income. Secretary Dice advised the end of our fiscal year is coming in September. It appears we will be coming in pretty well financially.

**Occupancy**

Betsy Loyle reported our occupancy rate is 95%. Secretary Dice said we are still struggling.

**Budget Adoption**

Secretary Dice advised the budget the board approved earlier has now been approved by the State of New Jersey. We must now adopt the budget.

**Possible Assisted Living Program Expansion**

There seems to be more tenants registering interest in the ALP program. We are discussing expanding the program to Riverview East. All services would be provided by Caring, Inc. Secretary Dice noted this is still in the preliminary talk stage.

## **Personnel**

Secretary Dice advised Allison Corson will be retiring effective January 1, 2018. We have offered the position to Karen Chiarello, who currently works part-time for the Holly City Family Center. Karen has a B.A. in Business. We hope to start her on November 1, 2018.

Secretary Dice reported the MHA is finally able to offer a Cost of Living Adjustment to all employees – union and non-union. The last COLA was in July 2016. Tony Polcari has confirmed we are in the financial position to do so. There will be no retroactive pay.

## **Shared Services Agreements with Wildwood and Salem**

Discussions are underway with the renewals of the contracts for both Wildwood and Salem. Secretary Dice is seeking to renew both for another 2 years.

At this time, Vice Chairman Miller announced there were resolutions to approve:

Resolution #20-2018      Approving the Payment of Bills for August 2018

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Santoro

Commissioner Miller recused himself regarding Check #15906

Roll Call: Unanimous

Resolution #21-2018      Resolution Adopting the Budget for FYE ending 9/30/2019

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Tesoroni

Roll Call: Unanimous

Resolution #22-2018      Approving a Cost of Living Increase

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Tesoroni

Roll Call: Unanimous

At 5:06 p.m. Secretary Dice asked for a motion to go into Closed Session:

Resolution #23-2018      Approving a Closed Executive Session

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Santoro

Roll Call: Unanimous

At 5:17 p.m. Vice Chairman Miller asked for a motion to go back into regular session. Commissioner Townsend made the motion and Commissioner Tesoroni seconded. All were in favor.

Vice Chairman Miller asked if there was any new business. There was not.

Vice Chairman Miller asked if there was any old business to discuss. There was not.

Vice Chairman Miller asked if there was any public comment. There was no public comment.

At 5:21 p.m. Vice Chairman Miller adjourned the MHA meeting to go into the Holly City Family Center Meeting. Commissioner Tesoroni made the motion and Commissioner Townsend seconded. All present were in favor.

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Paul Dice  
Secretary

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Date