

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

December 18, 2018

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, December 18, 2018 at the Cedarview Court Community Room. 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:03 p.m.

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

Karen Chiarello, Director of Administration, proceeded to call the roll at this time. Present were: Vice Chairman Larry Miller, Commissioner Tesoroni, Commissioner Santoro, Commissioner Townsend and Commissioner Flickinger. Chairwoman Paula Ring was absent. Also, present were MHA Solicitor Arnold Robinson and MHA Staff.

Vice Chairman Miller asked for a motion of the approval of the November 27, 2018 minutes. Commissioner Townsend made a motion to approve the minutes and Commissioner Tesoroni seconded. All others present were in favor.

**Financial Summary**

For November 2018 the Millville Housing Authority (MHA) posted \$31,761 in positive net income. The MHA maintains \$89,598 in positive year-to-date net income.

The Holly City Family Center (HCFC) posted a net loss of \$10,439 in November. It has an Accumulated loss of \$16,946 year-to-date. The losses are attributable to large and unexpected expenses for heating, ventilation and air conditioning. November was also a three-pay month. Andrea Vanaman brought membership reports from 2016 to the present. The reports were for the months of September, October, November and December. Vice Chairman Miller noted that the fact that membership numbers are down it is not affecting the running of the facility. Secretary Dice also noted that when the HCFC lost the Kindergarten Swim program they did not lose any revenue. It was maintained with Millville High School Swim team.

Secretary Dice then informed the Board that we would have a new maintenance person and a new administrative assistant starting work. This will be the first time in three years that MHA will have a full staff.

### **Occupancy**

The overall occupancy rate remains at 96%. Betsy Loyle added that this number is a bit higher now.

### **Outsourcing of Information Technology Services**

Following the resignation of our Director of Information Technology, Secretary Dice elected to outsource the work. We received bids from three companies. Barber Consulting Services was chosen. This decision was based on their credentials, pricing and recommendations from current clients. The City of Wildwood uses them currently and gave them a good recommendation. They have a very good business model and perform inhouse as well as remote services. The annual fee is \$7,312 and includes set blocks of time for Millville, Sale and Wildwood Housing Authorities. Service beyond the set block of time will be billed at \$75/hour.

The shared services agreement with Wildwood Housing Authority stipulates that the MHA will provide IT services. The agreement with Salem Housing Authority is different. They will pay for their share of the base annual fee and the per hour charges.

### **Salem Housing Authority Shared Services Agreement**

Salem enthusiastically approved a 2-year extension of our contract. The contract runs through 12/31/3030. The rate for SHA was not raised due to their difficult financial position. The annual rate remains at \$87,550.

There are two changes between the current and expired contracts. First, the SHA will be responsible to pay for their own information technology services. Second, the full-time property manager is now on the SHA's payroll instead of MHA's.

### **Trash Removal**

Waste Management was awarded the contract for trash removal. Their fee is \$58,468/year for 2019 and \$60,241/year for 2020.

### **NJ Public Housing Joint Insurance Fund**

Every year the member authorities appoint a fund commissioner to serve as a liaison between the authority and the Joint Insurance Fund. Secretary Dice has served in this capacity for the past 10 years.

### **Assisted Living Program (ALP) Expansion to Riverview East**

Caring Inc. has made application to the state for the expansion of their license. We are waiting for approval. We will set a timeline for operations to begin once the approval has been received.

### **Gloucester County Housing Authority**

Secretary Dice was recently contacted by the Gloucester County Housing Authority regarding the possibility of the MHA managing 20 of their Section 8 vouchers. They would pay the MHA the rate that the U.S. Department of Housing and Urban Development pays per voucher.

They have a conflict and need a site manager. This is why they have reached out to us. We would handle the recertifications and inspections. They have some best practices that we could get the information from. They do a lot of their recertifications by mail. It would be a good experience to see this process and how it works. Secretary Dice will be working with them to draft a contract.

This would be a new revenue stream paying \$50 per voucher per month. We have not had any new revenue streams in quite a while.

Secretary Dice then asked if the employees present had any updates.

Denise Smith stated that she and Nick are close to handling the day to day financial work on their own. They are still going through Tony Polcari at this point but getting very close to not needing as much support from him. Secretary Dice stated that he was very pleased with their work. They have done a lot of fine tuning, closed several accounts and have done a lot to streamline their process.

Yolanda Mendibles reported on the progress of the new property manager in Salem. She stated that he is progressing, but it has been a difficult process.

Betsy Loyle stated that things are going well and noted that the support of the Board was a big part of this.

Vice Chairman Miller advised that there were resolutions to approve:

Resolution #41-2018 Resolution Approving the payment of Bills for December 2018

#### Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Townsend

Roll Call: Unanimous

Commissioner Miller recused himself from check #16254

Commissioner Santoro recused herself from check #16253

Resolution #42-2018 Resolution Approving the Contract for Trash Hauling Services

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Santoro

Roll Call: Unanimous

Resolution #43-2018 Resolution Approving the Shared Services Agreement with Salem Housing Authority

Roll Call Vote:

Motion: Commissioner Santoro

Second: Commissioner Townsend

Roll Call: Unanimous

Resolution #44-2018 Resolution Appointing a Fund Commissioner for the NJ Public Housing Authority Joint Insurance Fund

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Santoro

Roll Call: Unanimous

Resolution #45-2018 Resolution Approving a Contract for Information Technology Services

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Santoro

Roll Call: Unanimous

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

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Vice Chairman Miller asked if there was any public comment. There was not.

At 5:30 pm Vice Chairman adjourned the MHA meeting to go into the Holly City Family Center Meeting.  
Commissioner Townsend made a motion and Commissioner Santoro seconded. All Present were in  
Favor.

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Paul Dice  
**Secretary**

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Date