

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

June 23, 2020

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, June 23, 2020. The meeting was held virtually through the Go To Meeting platform. The meeting convened at 5:00 pm.

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

Karen Chiarello proceeded to call the roll at this time. Present were: Chairwoman Heather Santoro, Commissioner Kristina Townsend, Commissioner Winfield Pettit, Commissioner Jaclyn Haas-Benner, and Executive Director Paul Dice. Also present were Solicitor Arnold Robinson, Accountant Tony Polcari and MHA staff. Commissioner Charles Flickinger was absent.

Chairwoman Santoro asked for a motion for the approval of the May 23, 2020 minutes. Commissioner Townsend made a motion to approve the minutes and Commissioner Pettit seconded. All present were in favor.

**Financial Summary**

The MHA posted \$10,367 in positive net income for May 2020. The MHA maintains \$216,933 in positive net income for the fiscal year to date (10/1/19 to 5/31/20).

The Holly City Family Center (HCFC) posted \$11,921 in negative net income for May. The HCFC's year to date (10/1/19 to 5/31/20) is negative \$18,080.

**Occupancy**

The MHA is 94% occupied.

**Coronavirus Cases**

We have no reports of any positive test results.

**Ongoing Public Housing and Section 8 Operations**

We are now on Phase II of the State's re-opening plan. This stage still requests those who are working from home to continue to do so. In keeping with that stage requirement, the administrative staff is continuing to work from home.

Phase II was our signal to start filling vacant units. We have leased 2 recently and have 16 more scheduled.

## **New Main Office**

We have cancelled the plan to move the main office to Ferguson Court. Instead, we have reconfigured the existing office space to control the foot traffic and maintain safe distances between staff and all other parties. This is being done in the property management offices as well.

## **Holly City Family Center (HCFC)**

Governor Murphy has still not authorized gyms or indoor pools to open. It is expected that he will open them during Phase II.

The Governor has authorized summer camps to open effective 7/6/20. We have completed our insurance, legal and operational risk analysis for opening the camp. Our insurance broker and attorney feel that our General Liability policy would respond to any claims brought against us and would provide legal defense coverage. Solicitor Arnold Robinson affirmed this information and stated that we have coverage for virus related claims.

We also found that the Governor's Executive Orders regarding occupancy and personal protective equipment conflicted with the advice from the NJ Department of Health (DOH). In short, the DOH has much more relaxed rules in these areas. For example, the Governor's Executive Order limits gatherings to 25% of room occupancy. The DOH classifies us differently and only limits us to the 10 camper, 2 counselor group sizes, not room occupancy limits. We will have 3 such 12 person groupings; these are referred to as 'family groups'. The DOH also does not require the same personal protective equipment and social distancing limits in the individual camp groups. They do if the groups come together, but not if they are working just within the group.

Arnold Robinson advised the board that Andrea Vanaman's plan for conducting summer camp was complete and in compliance with the health departments guidelines. Andrea already has all three groups filled and ready to go. Paul explained that he had called all the parents last week and explained that the decision regarding whether camp would proceed or not would be made at tonight's meeting. He would also be making all the calls to inform them of the decision.

Chairwoman Santoro stated that if we must have virtual board meetings because it is not safe, how can we conduct camp. How are we going to expect the kids to handle the additional safety requirements? She said that she really could not recommend that we hold camp. Especially if they can not use the pool or leave the building. Andrea explained the activities that were planned and the daily schedule. The children would be outside twice a day. Once for playing and the other for a water related activity. Chairwoman Santoro asked if there was any news on when the pool would be allowed to open. Paul and Andrea said they expected the Governor to decide on this soon. Commissioner Haas-Benner asked if the kids would have to wear a mask while in their assigned rooms. It was explained that they would not. Commissioner Pettit stated that he had seen a family out in public without masks. How do we know how these families act away from the camp environment? Chairwoman Santoro added that children do not understand the concept of personal space and social distancing. She stated that she could not in good conscience go ahead with camp. Commissioner Townsend said that she agreed with the family unit concept. She said we cannot control them outside of camp because we are able to control how they act during camp.

Arnold Robinson asked if we were looking for a vote from the Board. Paul stated that this was a policy decision. If there was not a consensus, we would need to take a vote. Commissioner Pettit asked if the decision could be postponed. Paul explained that it could not. This start date was coming quickly, and parents needed a decision to be made.

Commissioner Townsend made a motion to open camp. There was no response. Commissioner Pettit made a motion for camp not to be opened. Commissioner Haas-Benner seconded. Chairwoman Santoro, Commissioner Pettit, and Commissioner Haas-Benner were in favor. Commissioner Townsend was not in favor.

Accountant Tony Polcari said that there needed to be a conversation about how we would handle the running of the HCFC without this income and until the rest of the facility could be opened. We have the \$65,000 from the Payroll Protection Program (PPP) that now has been extended to 24 weeks. The forgivable amount will depend on how close we are able to get to returning to full staff. The loan may not be forgivable if the facility is not opened soon.

Chairwoman Santoro advised that there were resolutions to approve.

**Resolution #16-2020** Resolution Approving the Payment of Bills for June 2020

Roll Call Vote:

Motion: Commissioner Townsend

Second: Commissioner Haas-Benner

Roll Call: Unanimous

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

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

Chairwoman Santoro asked if there was any public comment. There was not.

At 5:37 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Pettit made a motion and Commissioner Townsend seconded. All present were in favor.

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Paul Dice – Secretary

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Date