

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

December 15, 2021

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, December 15, 2020. The meeting was held virtually through the Go To Meeting platform. The meeting was convened at 5:00 pm.

Chairwoman Santoro announced the Sunshine Law had been met, properly posted, and advertised and conducted according to the Open Public Meeting 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 Paul Dice. Also present were Solicitor Arnold Robinson, Accountant Tony Polcari, and MHA Staff.

Chairwoman Santoro asked for a motion for the approval of the November 17, 2020 minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

**Financial Summary**

Accountant Tony Polcari presented the financial information for this meeting. The following information is for the Fiscal Year End of 09/30/2020.

The MHA Public Housing (PH) has a surplus of \$462,000. \$221,000 of this is due to additional subsidies from the CARES Act, this is not a recurring amount.

The Section 8 (HCV) program had a deficit of \$31,000. This was due to the Housing Assistance Payments (HAP) being \$43,000 more than what we received. We were able to cover this because of our surplus from previous years and CARES Act money.

The Holly City Family Center (HCFC) down \$107,000. We currently have \$140,000 less in revenue than was budgeted. This was due to the COVID closure, not holding summer camp and the loss of class fees.

The December financials we as follows:

PH - \$76,000 vs. budget of \$28,000. This was due to maintenance cost being under budget by \$40,000.

COCC - \$16,000 surplus

HCV - \$63,000 surplus

HCFC – \$37,000 down \$50,000 from budget.

## **Occupancy**

Our occupancy rate is 96%. HUD requires we maintain 95%. We strive for 98% internally.

## **Salem Housing Authority (SHA) – Shared Services Agreement Renewal with the MHA**

Paul was pleased to report that the SHA agreed to renew the Shared Services Agreement for the period 1/1/21 through 12/31/22. The value of the agreement for the first year is \$128,661. There is a provision to re-open the contract in November 2021 to negotiate the contract rate for the second year.

## **Millville Housing Authority Audit**

The completed audit was presented for review and approval. There were no findings.

## **Personnel**

Due to a MHA personnel shortage, Paul has assumed the Director of Operations duties effective 12/7/20. He will remain in this position until the new Executive Director appoints someone else.

Due to a shortage of personnel at the Wildwood Housing Authority (WHA), Paul has assumed the duties of the Assistant Executive Director effective 12/14/20. He will remain in that position until the WHA's new Executive Director starts on 1/1/21.

The Salem Housing Authority is still operating without a property manager of their own. Therefore, the MHA is continuing to provide those services.

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

The percentage of memberships reactivated is 28%. We have not seen that number rise given member concerns about COVID 19. We have gained some new memberships though. From September 1-December 9 there have been 36.

Given new pool activity restrictions from the Governor, all club teams have ceased activity until 1/2/21. The high school teams will not start until 2/1/21. The teams will still run a full season and will pay the full contracted amounts.

## **New Roofs at Riverview West and Riverview East**

There had been delays with the project completion. It is anticipated that they should be completed by the end of the month.

## **Wildwood Housing Authority – Shared Services Agreement**

The agreement was altered to indicate that Paul's title will change from Executive Director to Lead Consultant effective 1/1/21.

## **Miscellaneous**

The automatic door replacement project is delayed due to COVID 19, they are waiting for delivery of parts.

Operations Manager position will be open effective 1/1/21. Tony Polcari said we would need to see what impact this will have on operations, salaries, and staffing. He will have information regarding this put together before the January board meeting.

Chairwoman Santoro advised that there were resolutions to approve.

**Resolution #43-20** Resolution Approving the Payment of Bills for December 2020

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #44-20** Resolution Approving a Contract for Trash Hauling Services 2021-2023

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Flickinger

Roll Call: Unanimous

**Resolution #45-20** Resolution Approving the Audit for FYE 9/30/19

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #46-20** Resolution Approving a Closed Session

Roll Call:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

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

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

At 5:37 pm Chairwoman Santoro asked for a motion to recess the MHA meeting to conduct the HCFC meeting before closed session. Commissioner Ayres made a motion and Commissioner Flickinger seconded. All present were in favor.

At 6:00 pm the MHA meeting reconvened and the Commissioners approved the closed session. Once returning from closed session there will not be any other business conducted. The meeting will go directly to adjournment.

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Paul Dice – Secretary

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Date