

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

January 26, 2021

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, January 26, 2021. 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 Record 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, Commissioner Heather Garrison (arrived late), 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 December 15, 2020 minutes. Commissioner Flickinger made a motion and Commissioner Haas-Benner seconded. All present were in favor.

Financial Summary

The Millville Housing Authority (MHA) posted \$86,394 in positive net income for December 2020. The MHA maintains \$203,438 in positive net income for the fiscal year to date (10/1/20 to 12/31/20).

The Holly City Family Center (HCFC) posted \$4,165 in positive net income for December 2020. The \$20,000 utility grant made the gain possible. The HCFC's year-to-date net income for the fiscal year to date (10/1/20 to 12/31/20) is negative (\$33,022).

Applying for the Payroll Protection Program (PPP) should cover most of the current loss. We must wait for the official forgiveness to count it as income. Tony is waiting for the right time to do this.

Occupancy

The staff is doing a great job turning and filling the units. Our occupancy rate has risen to 97%.

New Board Commissioner

Ms. Heather Garrison has been appointed by City Hall to serve on the Millville Housing Authority Board. She had been briefed on our operations and been given a tour of our facilities.

Re-appointment of Commissioner Pettit

Commissioner Pettit has been re-appointed to the Board. His new term will expire on December 31, 2026.

Millville Housing Authority Personnel

Executive Director, Paul Dice will continue to perform the duties of our former Director of Operations for Millville and Salem until the new Executive Director appoints someone else.

Wildwood Housing Authority

The Wildwood Housing Authority's (WHA) new Executive Director started effective 1/1/21. In keeping with his role as a consultant, Paul has answered any questions posed to him and assisted when asked. But I no longer travel to Wildwood.

Veterans' Preference for Public Housing and Housing Choice Voucher Program

N.J. Admin. 5:40-2.2 Code dictates that public housing authorities (PHA) must establish a local preference for veterans in both their Public Housing and Housing Choice Voucher programs. Such changes must be adopted into the PHA Administrative and Occupancy Policies and Administrative Plans. We have adopted the preferences effective January 1, 2021.

Opening of the Housing Choice Voucher (HCV) Waiting List in Millville and Salem

Both waiting lists for Millville and Salem are so low that we must open the lists to ensure we have an adequate pool of potential tenants. The obligatory advertisements have been placed in the newspapers and on the websites. All applications must be received through portals on our websites. The wait lists will open at 9:00 a.m. EST on 2/1/21 and close them at 4:00 p.m. EST on 2/15/21.

All applications will then be placed into a lottery where we will draw 250 applications for Millville and 60 for Salem. The lottery ensures that everyone has a fair chance for selection. Our property management software through PHA-Web has a built-in lottery feature. The positions are computer generated, thereby making the process an objective process.

Applicants will be able to check on the status of their applications through another portal on our websites starting 2/22/21.

We have been accepting applications for public housing for a couple of years now. Though this is the first time we are using the online process for HCV applications.

Holly City Family Center (HCFC)

The percentage of memberships reactivated is now grown to 35%. That translates to 190 active memberships.

We will be receiving \$36,000 from Millville Senior High School in the next two months. We will also be receiving another \$12,000 from Newfield in addition to the \$8,000 they have already paid. Cumberland Regional High School has already paid \$4,312.

We are in discussions with Workout Warrior fitness trainers to bring their operations into our facility.

We have a sub-basement below the basement gym area. The sub-basement recently flooded due to insufficient sump capacity and drains that were too narrow. We have now corrected the problem.

The Chlorinator pump for the pool stopped working, but we were able to repair it.

Riverview West – Laundry Room Plumbing Issues

We found that the drainpipes for 5 of the 7 washers were so clogged that the units were rendered inoperable. We contracted with GE Mechanical to replace the fowled piping and bring the laundry room back to full capacity. We are also having to replace fowled piping in the mechanical room.

84 and 86 West Main – Major Repairs

The porch roof and pillars on these properties are deteriorated and in need of replacement. We have a quote from Fabbri Builders for \$17,000. Paul authorized the repairs as he believes the residents will not be safe if the repairs are not made.

New Exterior Doors

Riverview West now has new front and back automatic sliding entry doors. They are a marked improvement over what we had. Riverview East is also having new doors installed. That project should be complete tomorrow. The team will move onto Maurice View Plaza to replace the front doors there starting next week.

New Spare Compactor Dumpsters

We have ordered backup dumpsters that are fitted specifically for our compactors for Riverview East, Riverview West, and Jaycee Plaza. We have learned the hard way that not having backups can lead to major interruptions in getting trash out of the buildings. The new units should arrive in the next 2 weeks.

Mandatory Employee COVID 19 Vaccinations

We received guidance from the Joint Insurance Fund regarding mandatory employee COVID vaccinations. It sounds like we could issue such a mandate if we could prove unvaccinated employees would pose a “direct threat” to those around them. That sounds like a high bar, fraught with legal pitfalls. However, we have asked legal counsel to provide an opinion. His response was that he did not recommend it currently. Hopefully, employees will get vaccinated on their own and it will not be an issue.

Utility Allowance Calculations – Outsourcing

Our utility allowances need to be updated. This is not something for which we have the necessary inhouse resources. I am recommending outsourcing it. You will find a resolution in your packets.

Cumberland County Department of Health (DOH)– Office Space Lease Renewal

Shortly after Paul was hired in May of 2008, he worked to establish a lease with the DOH. We were successful, and they have been our tenant since 11/18/08 – and by all accounts, a very satisfied one. We are pleased to report that they have elected to renew their lease for another 3 years.

The current lease extension runs for the period 3/1/18 through 2/28/21 and covers two office suites. We lease the 309 Buck Street suite office suite for \$60,720.00/yr. plus utilities as calculated by electric meter readings. We lease the 1 East Vine St. office suite for \$21,968.42/yr. plus \$350/month (\$4,200/yr.) for utilities. The total current annual fixed cost of the lease is \$86,888.42 (\$60,720 + \$21,968.42 + \$4,200).

Following negotiations with the DOH, we agreed up on the following:

- 3-year lease extension commencing 3/1/21,

- 2% increase in total fixed cost for year one, or \$88,626.19,
- At the beginning of years two and three, the rent payable shall be increased in an amount equal to the product of the rent times a number equal to the percentage increase in the Philadelphia/Wilmington/Atlantic City Consumer Price Index (CPI) for the prior 12-month period, as calculated and published by the United States Department of Labor, Bureau of Labor Statistics. If the CPI is negative, the rent will remain the same for that year.

Arnie pointed out how important this lease is. Paul put in a lot of work behind the scenes to get this contract completed.

Rooftop Antennae Rental – T-Mobile

T-Mobile has agreed to renew their lease for Jaycee Plaza rooftop space for another five years. Following negotiations, they agreed to increase their lease rate from \$750/month to \$800/month.

Fergusson Court – Boiler #7

This boiler provides heat to 10 apartment units. It started malfunctioning and is not heating the water to the proper temperature. The units still have some heat, but not enough. We have dispatched a contractor to address the problem. We will provide space heaters if the problem cannot be fixed right away.

Holly Berry Court – Boiler #7

Over the weekend, a circulator pump that circulates hot water from the boiler to the apartments burned out. We have a contractor working on the problem. The apartments are still maintaining temperate, so we are not receiving tenant complaints.

Fire Suppression Pipes in the Ceilings of the Lobbies in Riverview West and Riverview East

In the past, we have had these fire suppression pipes burst if the outer automatic doors get jammed open in the wintertime. The ceilings areas they run through are not heated. To avoid having to deal with flood conditions again, some of which were quite serious, our electrician has completed wrapping the pipes with heat tape to avoid this situation in the future.

Chairwoman Santoro advised that there were resolutions to approve.

Resolution #1-21 Resolution Appointing Heather Garrison to the Board

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous – Garrison did not vote

Resolution #2-21 Resolution Reappointing Winfield Pettit to the Board

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous – Garrison Absent, Pettit did not vote

Resolution #3-21

Resolution Approving the Payment of Bills for January 2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #4-21

Resolution Appointing Slate of Officers for 2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #5-21

Resolution Appointing a Fund Commissioner for 2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #6-21

Resolution Approving a Risk Management Agreement for 2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #7-21

Resolution Approving a Contract for Lawn Care/Snow Removal 2021

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Flickinger

Roll Call: Unanimous

Contract approved for 1 year. Will not extend for additional year

Resolution #8-21 Resolution to Amend the ACOP & Admin Plan to Include Veteran's Preference

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous – Ayres Absent

Resolution #9-21 Resolution Approving a Contract for Utility Allowance Calculations

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous - Ayres Absent

Resolution #10-21 Resolution Approving a Contract with Samantha Silvers as the New ED

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous – Ayres Absent

Resolution #11-21 Resolution Approving a New Lease with the CC Health Department

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous – Ayres Absent

Resolution #12-21 Resolution Approving a New Lease Agreement with T-Mobile

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous – Ayres Absent

Resolution #13-21 Resolution Approving a Closed Session

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Flickinger

Roll Call: Unanimous – Ayres Absent

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 5:53 pm Chairwoman Santoro asked for a motion to recess the MHA meeting to conduct the HCFC meeting before closed session. Commissioner Pettit made a motion and Commissioner Flickinger seconded. All present were in favor.

At 6:25 pm the MHA meeting reconvened and the Commissioners approved a closed session. Once returning from closed session there not be any other business conducted. The meeting will go directly to adjournment.

Paul Dice – Secretary

Date