

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

April 27, 2021

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, March 23, 2021. The meeting was held virtually through the Go To Meeting Platform. The meeting was convened at 5:00 pm.

Chairwoman Santoro announced that the Sunshine Law had been met, properly posted, and advertised and conducted according to the Open Public Records Act.

Karen Chiarello proceeded to call the roll at this time. Present were: Chairwoman Heather Santoro, Commissioner Winfield Pettit, Commissioner Jaclyn Haas-Benner, Commissioner Kim Ayres, Commissioner Heather Garrison, Executive Director Samantha Silvers. 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 February 23, 2021 minutes. Commissioner Pettit made a motion and Commissioner Ayres seconded. All those present were in favor.

#### **Financial Summary**

The MHA posted \$16,608 in positive net income for March 2021. The MHA maintains a very healthy \$258,027 in positive net income for the fiscal year to date (10/01/20-03/31/21).

The Holly City Family Center (HCFC) posted \$673 in positive net income for March 2021. The HCFC maintains (\$47,056) in negative net income for the fiscal year to date (10/01/21-03/31/21). As we reported last month, we believe we will eliminate that negative fiscal year to date amount once we receive forgiveness for the funds that we received through the federal Payroll Protection Program.

#### **Occupancy**

The property management and maintenance staff have done a great job increasing our occupancy rate to 97.4%.

#### **Vacant Scattered Sites**

- 649 Buck St. - 1,087 days vacant (just shy of 3 years)
- 907 Buck St. - 674 days vacant (almost 2 years)
- 202 Sharp St. – 1454 days vacant (just shy of 4 years)
- 309 McNeal St. – 1659 days vacant (4.5 years)

The initial leg work has been done for the Demo/Dispo application for HUD. Samantha is going to see the sites in person next week.

Samantha would like to discuss with the City's Community Development Department the possibility of using HUD funding to address these sites. Some potential options:

1. Use CDBG funds to modernize units. CDBG funds are already allocated and would take some administrative amendments, public comments and reprogramming of funds.
2. Sell/give the units to the City for their own rehab. City may not have administrative capacity for this.
3. Sell/Give the units to the HCDC to use HUD funds through City agreement. This would allow control over resale of properties for an affordable home ownership program.
4. HYBRID. Could sell/give the properties to the City to hold (so taxes are not incurred) under MOU with HCDC to rehab using HOME funds (HOME funds are not available directly to public housing). HCDC could then do affordable home ownership program and resell units.
5. Demolition where needed. Can request Blight Elimination Funds from the City's CDBD funds.

Tony said that we might be able to have HUD reorganize this AMP to separate Maurice View Plaza from the Scattered Sites. This would be especially good if the Demo/Dispo process takes several years.

This home ownership option would benefit the MHA and the community. Commissioner Ayres stated that we need to get rid of the properties. It is a very bad position for a Housing Authority to have blighted sites. The commissioners discussed drafting a RFP for the sale of the sites. Chairwoman Santoro said she could support this if the sale could be restricted so as not to contribute to the further downfall of the neighborhoods. Tony indicated that the proceeds from the sale of the sited might be restricted by HUD. They may have to be used for other affordable housing. This could be the issuance of more Section 8 vouchers.

### **Millville Housing Authority Personnel**

Samantha is meeting individually with staff to assess how daily tasks align with job descriptions and how we may best shift duties among personnel and see where there are voids left. Then we can determine any need for additional personnel. There was a staff meeting on Monday. We discussed getting the Operations staff back into the office full time within the next 2-3 weeks. The tenants are missing the communication with staff. JCP has had modifications made to assure social distancing. The other sites will be checked, and any necessary modifications will be made.

### **Holly City Family Center**

Occupancy is still at 50%. Automatic bank account draws, and credit card payments have been reinstated. Less than 20 of the 300 memberships have been put on hold.

Summer Camp sign-ups have begun with 20% capacity enrolled after just one week.

Andrea will be running Lifeguard Classes 4/24-28, with 14 students. She may have enough interest for a second class.

Land-based fitness classes have resumed. Swim lessons and Aquatic exercise classes will begin Monday 5/3.

We are still waiting on the Millville BOE for payment for the swim team in the amount of \$36,000.

Commissioner Ayres asked about writing off the 2 oldest loans the HCFC owes MHA. Tony said this has been reviewed. This will be done closer to the end of the fiscal year. He also stated that he is working on the application for the forgiveness of the PPP loan. This should be completed by the end of June.

Chairwoman Santoro indicated that there were resolutions to approve.

**Resolutions #21-21** Resolution Approving the Payment of Bills for April 2021

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #22-21** Resolution Approving a Contract for Electrical Services

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #23-21** Resolution Approving a Contract for HVAC Services

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Pettit

Roll Call: Unanimous

**Resolution #24-21** Resolution Approving a Contract for Plumbing Services

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Haas-Benner

Roll Call: Unanimous

**Resolution #25-21** Resolution Approving a Contract for Pest Control Services

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

Chairwoman Santoro asked if there was any old business. Commissioner Pettit asked how relations were with Salem. Samantha/Tony stated that things seemed pretty steady at this point. Commissioner

Pettit also asked about a get together regarding Board Development. Chairwoman Santoro stated that Commissioner Ayres was looking into scheduling this.

Chairwoman Santoro asked if there was any new business. There was none.

Chairwoman Santoro asked if there was any public comment. There was none.

At 5:39 pm Chairwoman Santoro asked for a motion to adjourn the meeting to go into the HCFC meeting. Commissioner Pettit made a motion and Commissioner Ayres seconded. All those present were in favor.

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Samantha Silvers – Secretary

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Date