

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

May 25, 2021

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, May 25, 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.

Denise Smith 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, and Executive Director Samantha Silvers. Also, present were Solicitor Arnold Robinson, Accountant Tony Polcari, and MHA staff.

Chairwoman Santoro asked for a motion for the approval of the April 27, 2021, minutes. Commissioner Flickinger made a motion and Commissioner Ayres seconded. Commissioner Flickinger abstained, all others present were in favor.

### **Occupancy**

The occupancy rate remains steady from April. We had 5 move outs and 5 move ins for a net zero change from the April meeting.

### **Vacant Scattered Sites**

Executive Director Samantha Silvers indicated that she would like to talk to the City of Millville's Community Development Department about the possibility of using HUD funding to address the sites. Some of the potential options are:

1. Use CDBG funds to modernize the units. CDBG 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. The City may not have the 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 homeownership 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 directly available to Public Housing), HCDC could do affordable home ownership program and resell units. We could request soft funds to hire a consultant to help with this.
5. Demolition where needed. Can request blight elimination funds from the City's CDBG funds.

Commissioner Ayres asked what a consultant would do. The consultant would provide an analysis for the scattered sites. Assist to make demo/disposition possible. Samantha was now sure if we had

applied for this yet. Tony Polcari indicated that we had not applied. He also stated that the consultant being considered (Rick Ginetti), would be a good asset. He is located in Southern New Jersey. Maurice View Plaza would be one of the first amps to look at for RAD conversion. Commissioner Pettit asked if you could do just that amp. You can since RAD is done by projects. Commissioner Santoro asked to have the offer to sell to the HCDC removed. These four properties have been added to the cut and clean list.

### **Millville Housing Authority Personnel**

Samantha has been meeting with staff individually to assess how daily tasks align with job descriptions and how we may be shift duties among personnel and see where there are voids left. Then we can determine if there are any voids and a need for additional employees. Samantha is almost done with the meetings and will be working with Tony to discuss any personnel changes as they work on the budget for next year.

Property Management will be back in the office full time as of 6/1. They will also be in the Jaycee Plaza office meeting tenants by appointment. We are still working on getting the other sites set up for appropriate social distancing. Commissioner Santoro commented that she was under the impression that all the sites had been "fitted" with these accommodations already. Yolanda told her that the air exchanges had been updated but barriers were not put in place.

### **Grants**

- Meeting with the County Prosecutor's Office and SHINE to implement THRIVE Life Skills
- 3<sup>rd</sup> Quarter reporting for Office of Faith Based Initiatives
- Working with SHINE to establish streamlined accounting procedures and possible space reconfigurations.
- Looking to submit Emergency Safety and Security Grant (MHA & SHA if allowed)
  - ESSG funding is to purchase, install, repair, or replace capital need items including but not limited to:
    - Security systems/cameras including digital video recorders and secure Wi-Fi transmissions of video signal.
    - Fencing
    - Lighting Systems
    - Emergency Alarm Systems
    - Window Bars
    - Deadbolt Locks
    - Doors

We are too late to apply for this round of grant money but can be ready to apply for next year.

### **Salem**

We will be meeting with the City of Salem to discuss funding opportunities for West Side Court and Neighborhood Planning.

### **Miscellaneous**

HUD Waiver extensions have been moved to December 31, 2021. This means that REAC inspections will be pushed to 2022. This gives us more time to go through previous physical scores and develop capital improvement plans with property management and the maintenance team.

The JIF conducted an onsite Right to Know (RTK) Inspections. Millville's been completed and we are waiting for the report. Salem is scheduled for 5/27. We will work on updating requirements under RTK to secure insurance liabilities.

### **Finance**

Tony went over the financial information since it was not available at the time of the Executive Directors Report. Based on questions from commissioner Pettit, he stated that he would provide a simplified analysis for the monthly reports going forward.

Chairwoman Santoro indicated that there were resolutions to approve.

#### **Resolution #26-21**      Resolution Approving the Payment of Bills for May 2021

##### Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

#### **Resolution #27-21**      Resolution Cancelling the Contract for Plumbing & Electrical Services 2021-2023

Motion: Commissioner Pettit

Second: Commissioner Flickinger

Roll Call: Unanimous

The bid process was discussed.

Chairwoman Santoro asked if there was any old business. Commissioner Ayres asked if the scattered site issue was resolved, she would like to see some forward motion with it. Samantha stated that we are still researching to see what needs to be done to get disposition of all the scattered sites. Tony will be talking to Samantha to review the Demo/Dispo options with HUD. Progress will be reported at the next board meeting.

Chairwoman Santoro asked if there was any new business. Samantha talked about the new tenant portal on PHA-Web. Yolanda attended a seminar on this. The portal will provide a payment system options for tenants to use a credit card (3% fee). Tenants are also able to submit work orders that can routed to reception for scheduling. Recertifications can be completed online. There is a \$1700 annual cost plus a set up cost. Samantha feels this would be a good option to pursue and then be reviewed after six months of use. It would be able to go live in 3 months once the decision is made.

Commissioner Pettit asked about returning to in person meetings. Chairwoman Santoro said we could begin in June if everyone is comfortable.

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

At 5:47 pm Chairwoman Santoro asked for a motion to adjourn the meeting to go into the HCFC meeting. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All those present were in favor.

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Samantha Silvers – Secretary

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Date