

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

November 16, 2021

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, November 16, 2021. The meeting was held at the Cedarview Court Community Room, 2045 Wheaton Avenue, Millville, NJ. The meeting was convened at 5:03 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 Charles Flickinger, Commissioner Winfield Pettit, Commissioner Jaclyn Haas-Benner, Commissioner Kim Ayres, and Executive Director Samantha Silvers. Also present were Solicitor Matthew Robinson, Accountant Tony Polcari via phone, and MHA staff. Commissioner Heather Garrison was absent.

Chairwoman Santoro asked for a motion for the approval of the September 28, 2021 minutes. Commissioner Flickinger made a motion and Commissioner Pettie seconded. All present were in favor.

Financials

PUBLIC HOUSING: Net income remains substantially above budget. This excess of actual over budget of \$537,000 is due to the following:

- Operating subsidy over budget.
- Cares Act funding of approximately \$36,330 is recognized in the current year that was not budgeted.
- Dwelling rents exceed budget by approximately \$90,000

HCV: 1. Program utilization remains above 98% for the year.

2. Total administrative fees earned plus fees earned for managing the Salem HCV program totaled \$208,842 vs. total operating expenses of \$217,489 resulting in a decrease in unrestricted net position of \$8,647.

3. Unrestricted net position as of September 30, 2021, excluding pension and OPEB obligations equals \$52,291 adjusted for pension and OPEB.

4. Unspent CARES funds of \$58,490 remain on hand as of August 31, 2021. These funds must be expended prior to 12/31/2021.

Occupancy

Our occupancy rate is 96% which exceeds our goal of 95%.

Scattered Sites/Disposition

Moving forward with the Board's desire to obtain demo/dispo approval for:

- 309 McNeal – demolition
- 643 Buck – Sell
- 907 Buck – Sell
- 202 Sharp – demolition

SAC application DDA0009005

- Disposition of 4 vacant lots (202&204 Broad, 304&306 Broad)
- Denied in 2019 – application was incomplete
 - Need to obtain a new letter of support from the City, this request has been submitted
 - Need to complete an environmental review
 - Method of Sale – public bid
 - New appraisals have been ordered

New JIF Employee Handbook & Policy and Procedure Manual

Members that comply with the best practices program receive a reduced deductible of \$20,000 per claim from \$100,000 per claim plus a 20% co-pay capped at \$50,000.

The JIF hired CGAJ Law to do a complete overhaul of the Model Personnel Policies & Procedures Manual and new Model Employee Handbook. The new version of the Handbook attempts to streamline the previous handbook, removed unnecessary policies and consolidated redundancies. 20 Mandatory policies are included and starred. Once the new policy is updated and our General Counsel attests to our application of Best Practices, our deductible incentives will continue.

The following policies were modified or added to the Personnel Policies and Procedures Manual:

- HIPAA Compliance
- Donated Leave Program
- Changing Vital Information
- Employee Dating
- Security
- State Residency Requirement
- An expansive Drug and Alcohol-Free Workplace Policy
- Sick Leave Policy – added NJ Earned Sick Leave Law, expanded definition of applicability
- Family and Medical Leave – updates mandated by legislation
- Domestic Violence Leave – updates mandated by legislation
- Equal Opportunity Policy – updated in accordance with the Equal Pay Act
- Dress Code – updated to include “Casual Friday” and “Inappropriate Attire”
- Vacation and Personal Leave – updated to clarify appropriate noticing

Health Insurance Plan Renewal for 2021-2022

- Renewal reflects a 6% increase in current rates
- The Health Reimbursement Account seems to be working out well for the MHA as we have only utilized 38% of the budgeted amount over the last 8 years.
- If we continue the plan as is, we continue to be grandmothers in and the “per belly-button” rating will not apply (aka rates will vary depending on the individuals covered)
- The current plans allow the MHA to continue the reimbursement tiers whereas other plan only permit 50%.

MEL Joint Insurance Cyber Updates

We are required to implement more stringent cyber security measures. We are working with our IT company and will be compliant by December and fully covered for all tiers.

Board Retreat

The Board retreat is scheduled for Wednesday, December 1st. It will be held from 9-12.

MHA Community Events

We are looking to connect some social services to the MHA developments including:

- Crocheting
- RRCA Senior Arts – funded through grants
- Bingo – Sam Cruz
- Brick Project – RCSJ Clay College– paint bricks

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #44-21 Resolution Approving the Payment of Bills for October & November 2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #45-21 Resolution Approving a Contract for General Legal Services 2021-2022

Roll Ball Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #46-21 Resolution Approving a Contract for Landlord Tenant Legal Services 2021-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #47-21

Resolution Approving a Contract for Audit Services 2021-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #48-21

Resolution Approving a Contract for Architectural Services 2021-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #49-21

Resolution Approving a New JIF Employee Handbook & Policy and Procedure Manual

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #50-21

Resolution Approving Health Insurance Plan Renewal for 2021-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #51-21

Resolution Approving a Contract for Fee Accounting Services 2021-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #52-21

Resolution Approving a Contract for General Construction Services 2021-2023

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #53-21

Resolution Approving a Shared Services Agreement with BHA for Life Skills Training

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #54-21

Resolution Approving a Shared Services Agreement with VHA for Life Skills Training

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

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

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 5:20 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Flickinger made a motion and Commissioner Haas-Benner seconded. All present were in favor.

Samantha Silvers – Secretary

Date

