

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

January 25, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, January 25, 2022. The meeting was held virtually via the Go To Meeting Platform. The meeting was convened at 5:01 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, and 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 to approval of the November 16, 2021 minutes. Commissioner Garrison made a motion and Commissioner Pettit seconded. All present were in favor. Commissioner Ayres was absent for this vote.

Occupancy

The occupancy rate is 93%. We are under our goal of 95-96%. We are recovering from a culmination of several process delays including time off, work from home due to covid exposures, and emergency only maintenance work orders due to covid exposure. The property managers have put a vacancy plan into play this week, with the full staff back in the office. We have 3 lease ups this week and intend to have 2 additional showings with the intent to lease up 5-6 units by the end of January. This would bring the occupancy rate to 95% in a week or so. We have tenants in queue to lease 5 additional vacant units that the maintenance staff is finishing. The majority of remaining units (aside from the boarded or offline units) are vacant less than 30 days. Some of them we might not have possession of due to the death of a tenant. The waiting list for 0-1 bedroom units has been opened for Cedarview Court and Ferguson Court. Historically we have a difficult time filling efficiency units, so the more applicants we have on the waiting list the better. Commissioner Pettit asked about the process when a tenant passes away. This was explained by Samantha Silvers and Yolanda Mendibles

Financials

The Public Housing net income remains substantially above budget. The 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.

The Housing Choice Voucher program utilization remains above 98% for the year. The unrestricted net position as of December 31, 2021 equals \$76,844 adjusted for pension and OPEB. All Cares Act funding has been spent.

Scattered Sites/Disposition

We are 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. Incomplete application.
 - Need to obtain a new letter of support from the City (this has been submitted)
 - Need to complete environmental review
 - Method of sale – public bid
 - New appraisals needed

Holly City Family Center Operations

The draft Strategic and Action Plan has been completed. The first steering committee meeting was held on 11/30/21. We performed a SWOT (strength, weakness, opportunities, threats) Analysis and distributed the draft plan. We are going to work with the Trainers to come up with basic training plans without commitment to monthly trainer costs for new members.

Membership levels are still below pre-Covid numbers. Chairwoman Santoro asked how much of a difference there was. In March of 2019 we had 584 memberships and as of the meeting we had 436 memberships. We are still running a campaign with the City to target those employees with Horizon benefits. They get a \$20 reimbursement for attending the gym 12 times a month or reached 10,000 steps 12 days of the month. We participated in the downtown gift card program and did get a handful of memberships from that program.

Current programming has included a swim with Santa on December 10, 2021. We partnered with the City and offered two sessions. Both were full. Snacks, drinks, crafts, and photos with Santa were offered in addition to swimming. The community Campus met and are looking to offer a "Frozen" Swim and a March wellness campaign. Winter Camp was held the week between Christmas and New Year's.

Sam has been exploring connections for physical therapy pool use with Inspira, Nova Care, and adult day cares. Biggest obstacle with this is the pool temperature. We are also looking at connections with medical offices for prescribed exercise routines. A call has been made to the Inspira Director of Community Benefits & Outreach to see about their involvement in Millville. We are looking to discuss the possibility of Inspira sponsored memberships for the prescribed workouts.

The program memberships for all MHA tenants have been reinstated. This allows them to swim during open swim times. We will need to promote this and track attendance. Tony noted that the housing

authority has tenant participation funds. We could use these and create other programs at the gym for the tenants.

Holly City Family Center Form 990

Our accountant Tony Polcari presented the information regarding the Form 990. The HCFC had a surplus of \$57,854 for last year. This was due to Covid money and a \$20,000 Corona Virus Relief Grant. We are currently heading towards being \$40,000 short of the budget for membership dues. With a total deficit of \$60,000. The increase in minimum wage is a big part of this.

Grants

- THRIVE Life Skills Grant
 - The fall session ended the week of December 13th and the final grant reporting has been completed. We had 20 kids complete all 10 sessions in all of the Authorities
 - The spring session starts this week.
- Office of Faith Based Initiatives Grant – final grant reporting has been completed
- BB&T (Truist) \$10,000 was received for programming through December 31, 2021. We are looking into longer term community funding.
- Looking into masters Swim grants for swim lessons for the next round in the fall.

Board Retreat

The retreat was held virtually on Monday, January 24th. Most of the members were able to attend. The purpose and responsibilities of the board members was discussed. We also talked about how our DiSC assessment results influence how the board members behave inherently and communicate with each other. Also discussed were better ways to balance opposite behavior styles between board members and external communication of the board. Next steps for the board were planned. They are as follows:

- Create a set of expectations between the Board and the ED
- Assessing employee satisfaction – positive work environment
- Improving on the 5 Behaviors of Cohesive Teams, most notably Accountability and focusing on Results
- Moving forward to complete a Strategic Plan for the MHA and HCFC

For the February agenda Commissioner Pettit wants to discuss having a resident as a Board member. Solicitor Robinson stated that we have had them in the past. It cannot be someone who is there only to advocate for themselves. He asked if property management could make some suggestions.

We are currently under fire watch at Riverview East. The fire pump is being repaired. A schedule has been established for this coverage.

We are currently advertising for a full time Maintenance Technician.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #1-22 Resolution Approving the Payment of Bills for December 2021 & January 2022

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #2-22

Resolution Approving a Slate of Officers for 2022

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #3-22

Resolution Approving a Risk Management Agreement for 2022

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #4-22

Resolution Approving a Fund Commissioner for 2022

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #5-22

Resolution Approving Write-Offs for FYE 9/30/21

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #6-22

Resolution Approving a Contract for IT Services 2022

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

Resolution #7-22

Resolution Approving the Forgiveness of Equipment Loan to HCFC

Roll Call Vote:

Motion: Commissioner Ayres

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #8-22 Resolution Approving a Contract for Lawn Care Services 2022-2023

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Ayres

Roll Call: Unanimous

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

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

At 6:01 pm Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Pettit made a motion and Commissioner Ayres seconded. All present were in favor.

Samantha Silvers – Secretary

Date

