

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

April 26, 2022

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, April 26, 2022. 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 Matt Robinson and MHA staff.

Chairwoman Santoro asked for a motion to approve the March 22, 2022, minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. Commissioner Ayres abstained, all others present were in favor.

Occupancy

The occupancy rate is 94.5% despite our fire damaged units at Holly Berry Court and the vacant scattered sites. This has improved since last month. We are just under our goal of 95-96% as a whole, but the other AMPS are at an occupancy rate of 97% or above, excluding Jaycee Plaza which is at 95%.

Of the 4 units damaged in the February fire, 1141 is ready for re-occupancy next week. 1143,1145, and 1147 have been approved for reconstruction/rehab under an insurance claim and proposal from Fabbri Builders. Fabbri is working with MMPF Architects for plans and permits which have been submitted this week.

Our newest maintenance technician Jose started a month ago and is showing good knowledge of housing authority needs and is picking things up quickly. We have made another offer for an additional maintenance technician to start 4/25/22. This will bring us to our intended level of 6 maintenance staff, however, 1 is currently out on a longer-term disability.

Scattered Sites

Samantha is working with Technical Assistance advisors subcontracted through HUD. They are helping to review the Section 8 Demo-Dispo application that is being assembled. A resident advisory board meeting was held March 31st. Most of the people in attendance understood the Board's desire to dispose of the scattered sites and invest the funding into property improvement for more families. There was concern regarding the displacement of the residents who are currently living in the scattered sites. It was explained that the MHA will rehouse eligible families within the public housing unit

inventory if needed and the MHA would apply for Tenant Protection Vouchers. The next step in individual notification for the occupants of the scattered sited and a public meeting.

Environmental Review and appraisals will be happening simultaneously. For the Environmental Review, Samantha is completing Part 58 review but will contract out the Phase 1 Environmental studies. Michael Furda, HUD Region II Field Environment Officer, advised obtaining Phase 1 reviews which would protect the MHA from any future environmental discoveries. We should be able to use the proceeds of the sale to reimburse these costs.

Holly City Family Center Operations

- Working on completing a long term strategic plan
- Memberships are level with last month
- Working with backend software, MindBody, to migrate to a new platform and marketing suite. Andrea and I have had several training sessions. We have learned how to implement automated outreach such as follow ups to “Contact Us,” First-time visitors, reengagement emails, free trial follow up, to name a few. We are also exploring the capability to use the system for online payments.
- Spring Camp was held last week. Where we usually have less than 20 kids, we had 45 this year! They had daily activities, afternoon swims every day, trips to the library and, luckily with the weather, outside time, too. This should net a few thousand more than previous years.
 - Commissioner Ayres mentioned a Summer Workforce Program that is looking for Non-Profits to work with. She will forward the information to Andrea to get in touch with them.
- Summer Camp is posted. We will be accepting 80 enrollments (up from 45 last year). We have over 20 registered after 1 week. The State is issuing information regarding a Summer Camp Grant for which we should be eligible in early May so we should have more information at the next Board meeting.
- Pool. The pool was drained a few weeks ago, scrubbed and power washed then refilled. There was a chemical called CYA that was in a shock product that was sold to us in place of our usual item which was backordered. CYA is only permitted in outdoor pools in NJ. The draining and refilling has resulted in confirmed CYA levels of 0 and a very beautiful, healthy pool! The Newfield Narwhals requested to cancel their remaining contract month (April) in response to this issue. Andrea has signed 3 additional contracts which will account for more than the different of the Newfield contract.

Grants

- THRIVE Life Skills grant - Spring session has ended. We will finalize all billing and reporting.
- I applied for \$16,000 additional HCFC funding through Community Resource Development Funds via the New Jersey Department of Children and Families (NJDCF) Children’s System of Care (CSOS). The review committee contacted me to

advised we were one of the applicants selected, however, we scored #3 which left us with a remaining pot of \$6,017.46 for which I resubmitted the application for them to recommend to the granting authority. No contract award announcement until May 18th as far as I know.

- Office of Faith Based Initiatives Grant
 - New round of funding released. Due May 2022. Will make application for maximum award of \$15,000 (up from \$10,000 last year) for Tutoring and Homework Assistance under Special Projects 2022. Resolution of approval attached.
- BB&T/Truist grant
 - Grant application link is now live. Will apply for HCFC funding.
- Submitted AARP grant to support MHA tenant services by the HCFC by March deadline, Mid-May notification to awardees.
- Safety and Security Grants announced for PHA funding, up to \$250,000 per agency, for capital needs related to safety and security emergency measures necessary to address crime and drug-related activity or for safety emergencies requiring the purchase, repair, replacement, or installation of carbon monoxide detectors. Property Management is discussing most pressing needs to apply for.
 - We have reached out to the Chief of Police for recent crime activity.

Chairwoman Santoro indicated that there were resolutions to approve.

Resolution #15-22 Resolution Approving the Payment of Bills for April 2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #16-22 Resolution Approving a Contract for Pest Control Services for 2022-2023

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. Commissioner Pettit mention that that there were some vacant office buildings and wanted to know if it would be feasible to convert them to affordable housing. A private buyer has already purchased the property with this intent.

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

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

Samantha Silvers – Secretary

Date