

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

October 27, 2020

A regular meeting of the Millville Housing Authority (MHA) Board of Commissioners was held on Tuesday, October 27, 2020. The meeting was held virtually through the Go To Meeting Platform. The meeting convened at 5:03 pm.

Chairwoman Santoro announced the Sunshine Law had been met, properly posted, and advertised and conducted according to the Open Public Meeting 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 Paul Dice. Also present were Solicitor Arnold Robinson and MHA staff.

Chairwoman Santoro asked for a motion for the approval of the September 22, 2020 minutes. Commissioner Flickinger made a motion and Commissioner Pettit seconded. All present were in favor.

Financial Summary

The MHA posted \$18,616 in positive net income for September 2020. The MHA maintains \$384,328 in positive net income for the current fiscal year to date (10/1/19-9/30/20). The fiscal year ended 9/30/20. We have begun closing out the year. As always, this will undoubtedly involve some adjustments to the year to date income figure.

The Holly City Family Center (HCFC) posted \$14,543 in negative net income for September. The HCFC's year to date net income for the current fiscal year to date (10/1/19 to 9/30/20) is negative \$98,543.

The Bad news for the HCFC is the current negative income position. The good news is we posted \$7,822 in revenue in September. We certainly need to more than double that amount to get back to where we were. However, it is a marked improvement over the \$0 income months we experienced when the State forced us to close. It is also important to keep in mind that we are still limiting building occupancy to 25% because of State stipulations.

Overall, the MHA is in an excellent position. We are closing the fiscal year ending 9/30/20 in the strongest financial position in over a decade. That strength has allowed the MHA to carry the HCFC during the pandemic.

Occupancy

Our occupancy rate is down slightly to 96%. Chairwoman Santoro asked why the rate has not gone up past 96%. Betsy Loyle explained that there have been several tenant deaths and tenants leaving without properly notifying Property Management.

Salem Housing Authority (SHA) – Shared Services Agreement Renewal with the MHA

The agreement expires on 12/31/20. The contract is currently worth \$126,911 in non-federal revenue to the MHA.

The SHA commissioners are considering renewing the contract with the following provisions:

- For the public housing section of the agreement, the current contract rate is \$87,550/yr. They are considering a 2% increase (same as the cost of living adjustment the SHA gave its employees). That would bring the rate to \$89,301/yr.
- The MHA will continue to administer the SHA's Housing Choice Voucher program for an amount equal to the Section 8 administrative fees provided by the U.S. Department of Housing and Urban Development (HUD). We collected \$39,360 for the period 10/1/19 through 9/30/20.
- A 2-year contract extension covering the period of 1/1/21 through 12/31/22. This may end up being one year, but we are working on two.
- The SHA will continue to pay for information technology on a time and expense basis. This service is currently provided by Barber Consulting. The SHA will pay Barber Consulting directly with no additional charges from the MHA.
- All other terms and conditions will remain the same.

The above conditions would yield a contract worth \$128,661 in non-federal revenue to the MHA. Executive Director, Paul Dice is confident that he can secure the SHA's contract renewal.

Health Insurance Renewal

The insurance company for our large deductible policy – Horizon Blue Cross Blue Shield of NJ – has quoted us a 4% renewal on the premiums. If you factor in our retention levels, the budgeted renewal is 3%. That is the smallest increase in the last 12 years at the MHA. Our account representative at Allen Associates believes that our plan is working well and recommends the renewal. It is important to note that if we choose to leave this plan, that we will not be let back in.

Holly City Family Center

We are continuing to recover slowly since we are limited to 25% building occupancy. Nonetheless, membership traffic is averaging approximately 50 people per day. We have resumed aerobics classes, hopefully that number will continue to grow. The percentage of memberships reactivated has increased from 20 to 27%. Overall, and with Covid 19 cases increasing lately, we find people are still concerned about coming back to fitness centers.

We were awarded \$5,000 from the New Jersey Department of State, Office of Faith Based Initiatives (OFBI) for a Homework and Tutoring program.

Housing Choice Voucher Program – Additional Housing Assistance Payment (HAP) Funding Application

We are eligible and have applied for an additional \$66,000 in HAP funding. We are awaiting final approval from the HUD.

Chairwoman Santoro advised that there were resolutions to approve.

Resolution #35-20 Resolution Approving the Payment of Bills for October 2020

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #36-20

Resolution Approving a Contract for Architect Services for 2020-2021

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #37-20

Resolution Approving a 2-year Contract with UGI for Natural Gas

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Haas-Benner

Roll Call: Unanimous

Resolution #38-20

Resolution Approving Health Plan Renewal for 2020-2021

Roll Call Vote:

Motion: Commissioner Haas-Benner

Second: Commissioner Flickinger

Roll Call: Unanimous

Resolution #39-20

Resolution Approving an Addendum to SHA Shared Services for 2021-2022

Roll Call Vote:

Motion: Commissioner Flickinger

Second: Commissioner Pettit

Roll Call: Unanimous

Resolution #40-20

Resolution Appointing Kim Ayres to the Board

Roll Call Vote:

Motion: Commissioner Pettit

Second: Commissioner Flickinger

Roll Call: Unanimous

Chairwoman Santoro asked if there was any old business. Commissioner Pettit gave an update on Fundraising Committee. We have a Designer Handbag Bingo scheduled for March 19, 2021. Commissioner Ayres asked what the expected profit would be. Andrea state that she was expecting to make about \$8,000. The total will depend on the number of tickets that can be sold taking COVID restrictions into account. Chairwoman Santoro stated that she would sponsor one of the bags herself. They are also planning a basket auction and 50/50 raffle. The committee has also discussed other fund-raising options such as a Beef & Beer, Naming rights to rooms in the facility.

Chairwoman Santoro stated that the search for a new ED is continuing. They had received resumes from the consultant. They would be reviewing them and scheduling interviews.

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 5:32 Chairwoman Santoro asked for a motion to adjourn the meeting. Commissioner Ayres made a motion and Commissioner Haas-Benner seconded. All present were in favor.

