

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

August 27, 2020

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, August 27, 2020. The meeting was held virtually through the Go To Meeting platform. The meeting convened at 5:00 pm.

Chairwoman Ferguson announced that the Sunshine Law requirement had been met, properly posted, and advertised.

Karen Chiarello proceeded to call the roll at this time. Present were: Chairwoman Rebecca Ferguson, Commissioner Cathy Lanard, Commissioner Robert Lanard, Commissioner James Smith, and Executive Director Paul Dice. Also present were Solicitor Adam Telsey, Accountant Ralph Polcari and MHA staff.

Chairwoman Ferguson asked for a motion to approve the minutes for the July 23, 2020 meeting. Commissioner Smith made a motion and Commissioner C. Lanard seconded. All present were in favor.

**Financial Summary**

The SHA posted \$20,272 in positive net income for July 2020. The SHA has \$96,939 in positive net income for fiscal year to date (10/1/19 through 7/31/20). The positive net income may be higher this year due to the CARES Act Funding. This can be used for any expenses through the end of this year. The Housing Choice Voucher program has about \$10,000 from the CARES Act. Their funding can only be used for expenses associated with COVID 19.

**Occupancy**

We are currently 93% occupied. We are still working on increasing this number.

**Annual State Budget**

Ralph from Polcari & Co. was present to give this information. This year's budget is fundamentally very similar to last year's budget. This one includes a healthy projected positive net income of \$107,706. It also includes a 2% Cost of Living Adjustment for all employees. Benefits are 70% of the salary costs. This includes pension, health benefits, dental and prescription coverage.

**Changes to the SHA Personnel Policy**

We have two proposed changes to the Personnel Policy due to COVID 19.

1. Unless superseded by an employment agreement, our personnel policy states that employees can only carryover 6 vacation days from one year to the next. They cannot carryover any personal days. Given that the pandemic has kept many people from using both benefits, we propose a provision to allow employees to carryover any unused vacation and personal time earned during calendar year 2020 into calendar year 2021. Under this amended Policy, any

Vacation and Personal Time earned during calendar year 2020 will be forfeited if not used by 12/31/2021. This policy will end effective 12/31/21.

2. New Jersey has instituted a 14-day *quarantine* travel advisory for certain states. We have employees who have traveled to some of those states for personal matters. Since they must quarantine themselves upon their return to New Jersey, they obviously are precluded from coming to work. We propose a personnel policy change to the effect that employees who can work from home will be expected to do so and be compensated as usual. However, if an employee cannot perform their duties from home, they will also be compensated as usual.

### **Isaac Young vs. Salem Housing Authority**

This case has now been settled by our insurance company. Ralph was asked if this would be paid through the JIF. The answer is yes, and our premiums will go up. We are hoping to have the expense of settlement paid over three years as we have done with past cases.

### **Interest in Redeveloping of West Side Court**

Last month we reported that the 4 U Corporation had expressed interest in re-developing West Side Court. There has been no forward movement in this regard. Solicitor Telsey wanted to disclose that he has had some contact with Mr. Horner of 4 U Corp. Commissioner Smith stated that Mr. Horner has been blacklisted by the City of Salem.

Sr. Director of Operations, Betsy Loyle gave an update on the work Fabbri has been doing. They have common keyed all the locations, which makes access and changes much easier. They has also been working on the apartments that needed major rehab. These will be done soon and those apartments will be available to lease.

Betsy also indicated that they are starting REAC inspection preparations. HUD is focusing on troubles housing authorities where COVID 19 is under control.

Chairwoman Ferguson indicated that there were resolutions to approve.

### **Resolution #12-20**      Resolution Approving the Payment of Bills for the Month of August

#### Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: unanimous

### **Resolution #13-20**      Resolution Approving the Budget for Fiscal Year 10/1/20-9/30/21

#### Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

**Resolution #14-20** Resolution Approving Budget Late Filing

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

**Resolution #15-20** Resolution Approving the Carry Over of Additional Vacation & Personal Time

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

**Resolutuion #16-20** Resolution Approving a Change to the Vacation Policy

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Chairwoman Ferguson asked if there was any old business. There was not.

Chairwoman Ferguson asked if there was any new business. Commissioner R. Lanard wanted to express his desire to sell West Side Court. Chairwoman Ferguson stated that the board supports the idea, but we do not have any buyers. Paul stated that we currently have approval from HUD for demolition. The City was not in favor the housing authority selling the property. Commissioner Smith added that since this property is in a redevelopment zone the City would want West Side Court demolished. They want to be able to bring in some kind of industry or warehouses.

Chairwoman Ferguson asked if there was any public comment. There was not.

At 5:42 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All present were in favor.

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Paul Dice – Secretary

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Date

