

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

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, November 17, 2022, at the Broadway Tower Community Room, 205 Seventh Street, Salem, NJ. The meeting was convened at 5:10 pm.

Chairwoman Ferguson announced that the Sunshine Law 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 Shalonda Tomlin (virtual), Commissioner Tim Gregory (virtual), and Executive Director Samantha Silvers. Also present were Solicitor Adam Telsey, Accountant Ralph Polcari, and SHA staff. Commissioner Crystal Hallman and Commissioner Analisa Moritz were absent.

Chairwoman Ferguson asked for a motion to approve the minutes of the October 27, 2002, meeting. Commissioner Tomlin made a motion and Commissioner Lanard seconded. All present were in favor.

### **Financials**

#### **Public Housing**

We are reviewing year-end tenant receivables that will be presented to the Board for approval by resolution.

#### **Housing Choice Voucher Program**

The payment standards have been reviewed and updated using HUD's fiscal year 2023 fair market rents (FMR). These are specific to the Philadelphia-Camden-Wilmington metropolitan statistical area. The PA-NJ-DE-MD MSA uses Small Area FMR's as defined by zip codes which allows for a more accurate payment standard. The SHA establishes a Payment Standard, or percentage of FMR, for Housing Choice Vouchers for units of varying sizes to ensure reasonable rents in the current market.

Section 8 Management Assessment Program (SEMAP) certification will be submitted. This is the self-certification by the SHA to HUD regarding the sound administration of its Section 8 program.

### **Occupancy Rates**

Our occupancy rate remains at 81%. Fabbri Builders are working on the two offline units repairing the fire damage at Anderson Drive.

### **Recovery Plan**

A preventive Maintenance Plan (PMP) was provided to HUD by the October 31, 2022, deadline. This included two binders, one for the high-rise Broadway Tower and one that covers the family sites at Westside Court and Anderson Drive. There are similarities in the garden style apartments, so the one

plan that covers both is sufficient. There are different items in the high rise that make it unique such as sprinklers, fire pump, heating systems, etc. These differences require a different manual. The PMP groups tasks by frequency and types so systems are addressed on a regular basis. For instance, heating filters are cleaned on a six-month schedule and at the same time appliances will be checked for deficiencies, unit doors for delamination or gaps, and windows for proper operation. These tasks are performed on top of our continued monthly inspections.

Chairwoman Ferguson indicated that there were resolutions to approve.

**Resolution #25-22** Resolution Approving the Payment of Bills for November 2022

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Tomlin

Roll Call: Unanimous

**Resolution #26-22** Resolution Approving a Contract for Architect Services for 2022-2023

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Tomlin

Roll Call: Unanimous

Chairwoman Ferguson asked if there was any old business. Executive Director Samantha Silvers stated that Atlantic City Electric was scheduled to come and do a meter check. She also reported that Commissioner Moritz had sent her information and questions to use regarding the security systems and cameras that are being researched for the SHA.

Chairwoman Ferguson asked if there was any new business. There was none.

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

At 5:24 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner Lanard made a motion and Commissioner Tomlin seconded. All present were in favor.

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Samantha Silvers – Secretary

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Date