

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, December 15, 2022. This meeting was held virtually via the Go to Meeting platform. The meeting was convened at 5:07 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 Tim Gregory, Commissioner Annalisa Moritz, and Executive Director Samantha Silvers. Also present were Solicitor Adam Telsey, Accountant Ralph Polcari, and SHA staff. Commissioner Shalonda Tomlin and Commissioner Crystal Hallman were absent.

Chairwoman Ferguson asked for a motion to approve the minutes of the November 17, 2022, meeting. Commissioner Lanard made a motion and Commissioner Moritz seconded. All present were in favor.

**Financials**

Salem has a consolidated MTD operating profit of \$17,168 and YTD operating profit of \$22,068.

**Public Housing**

Salem has a MTD operating profit of \$13,851 and a YTD operating profit of \$14,742.

1. MTD operating revenues are \$160,608, or \$1,704 better than budget.
  1. Tenant rental revenue is \$40,317, or \$2,761 below budget. The Authority had 144 of 180 units occupied this month.
  2. Operating subsidy revenue is \$99,598, or \$5,450 better than budget, due to HUD's allocation methodology.
  3. There are no other significant operating revenue items to note. All other revenue categories are above or only slightly below budget.
2. MTD operating expenses are \$146,757 or \$3,711 better than budget.
  1. MTD bad debt expense is \$15,967, or \$15,134 above budget, as the Authority has begun writing-off tenant accounts receivable balances that are deemed uncollectible.
  2. There are no other significant operating expense items to note. All other expense categories are better or only slightly above budget.

**Housing Choice Voucher Program**

1. Salem has a MTD operating profit of \$3,317 and a YTD operating profit of \$7,326. Salem's HAP revenue of \$21,234 was enough to cover regular HAP expenses of \$18,165.
2. SEMAP (Section 8 Management Assessment Program) Certification was submitted which is a self-certification by the SHA to HUD regarding the sound administration of its Section 8 program.

## Occupancy

Our occupancy rate remains at 80%. Fabbri Builders are working on the two offline units repairing fire damages at Anderson Drive. We have several lease ups scheduled for this week.

- Anderson Drive (AD) - 83%
- Broadway Tower (BT) – 82%
- Westside Court (WSC) – 76%

Chairwoman Ferguson indicated there were resolutions to approve.

**Resolution #27-22** Resolution Approving the Payment of Bills for December 2022

Roll Call Vote:

Motion: Commissioner Moritz

Second: Commissioner Lanard

Roll Call: Unanimous

**Resolution #28-22** Resolution Approving Write-Off for FYE 9/30/2022

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Moritz

Roll Call: Unanimous

**Resolution #29-22** Resolution Approving a Fund Commissioner for 2023

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Moritz

Roll Call: Unanimous

Chairwoman Ferguson asked if there was any old business. Executive Director Samantha Silvers gave an update on the Atlantic City Electric review. The meter was checked at building 10 at WSC. The electric company indicated that everything is working properly on their end. We will continue to check the situation on our end. Samantha also talked with Commissioner Tomlin about setting up tenant meetings. Commissioner Tomlin is also talking with Commissioner Hallman to get them scheduled.

Chairwoman Ferguson asked if there was any new business. Commissioner Gregory asked about a meeting with the Police Chief. Samantha had a meeting this week with him, along with Chairwoman Ferguson and Yolanda Mendibles. They discussed the lighting in the area. Yolanda has gotten updated quotes and we will be moving forward with making these improvements. The new quotes include upgrading to all LED lights. We will continue to work on getting camera quotes for additional security and monitoring. We have a recommendation for a company from Commissioner Moritz. The company already services the City of Salem.

At 5:29 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner Moritz made a motion and Commissioner Lanard seconded. All present were in favor.

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Samantha Silvers – Secretary

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Date