

HOUSING AUTHORITY OF THE CITY OF SALEM
205 Seventh Street
Salem, NJ 08079

MINUTES FOR REGULAR MEETING OF January 16, 2025

Minutes of Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Salem, New Jersey, held Thursday, January 16, 2025, at 6:00 p.m. at the Broadway Towers Site Community Room located at 205 Seventh Street; Salem, NJ 08079. The meeting was called to order at 6:13PM

PLEDGE OF ALLEGIANCE

Discussion of the Pledge of Allegiance at future SHA meetings. (skipped)

ROLL CALL

Present: Akmad Nichols, Chair
Kiersten Westly Henson, Commissioner
Joyce Lewis, Commissioner
Dawn Johnson, Commissioner

Also Present: Marc A. Starling, Executive Director

Late: Destiny Wood , Commissioner

ED Starling again gave insight on the SHA Legal (Attorney) status and the RFP for Legal Services. Mentioned Attorney Armstrong still being under contract for litigation/lawsuits upon the SHA and correspondence provided to the Board regarding legal matters.

OPENING STATEMENT

“ADEQUATE NOTICE OF THIS SCHEDULED MEETING, AS REQUIRED BY THE OPEN PUBLIC MEETINGS ACT, HAS BEEN PROVIDED BY THE FILING OF THE NOTICE OF THE MEETING WITH THE MUNICIPAL CLERK, THE POSTING OF SAID NOTICE ON THE OFFICIAL BULLETIN BOARD IN THE MUNICIPAL GOVERNMENT CENTER.”

PRIVILEGE OF THE FLOOR

Closed; then Later Opened for Tenants who came in after the this Agenda Item was closed

BT Tenant Unit 704 -had a concern about the Elevator that was not working and she missed her appointment; plus she asked for the SHA to put out folding chairs for Tenants to sit while the construction is being done on the first floor of BT

ED Starling responded to explain that a part was being waited on to repair the elevator problem and that caused additionally delay. Additionally spoke about the bench in the entry way of BT site but the new chairs will be here

soon' talked about the security at BT site being better than the family sites and lending a hand with security with the improvements.

Commissioner Johnson mentioned the security camera at the entrance of the BT and putting a portable chair for the early Tenants who need to sit down while waiting.

Commissioner Lewis spoke about chairlifts to assist Tenants up the stairs as well.

Anderson Tenant - had a concern about the Housing Inspections in December 2024 regarding repairs etc...

ED Starling responded to explain that the repairs are in progress now and working to complete all findings – working in the wall for issues first, then the cosmetics repairs outside in the living areas.

Commissioner Johnson made a comment regarding the conditions of the housing units and the care Tenants can provide to assist. Additionally, she spoke about Housekeeping classes for Tenants etc...

ED Starling responded about the Housekeeping PPT at the Tenant Recertification and each Tenant cleaning their own area to promote educating our Tenant to be better teammates to each other.

Anderson Tenant - had a concern about parking spots at the sites and Tenants with more than one vehicle.

ED Starling responded about communication with their Tenants to resolve low level issues and the fact that the SHA will begin to address the abandon cars etc... but wanted to educate the Tenant before punishing a Tenant and removing their vehicle.

Chair Nichols closed the floor to the public at 6:21 PM/ then again at 6:52PM

Chair Nichols spoke about having designation for cars that Tenants own on the site; Commissioner banter about parking etc....

OLD BUSINESS (Approval of December 19, 2024 Minutes)

ED Starling reported that the December 19, 2024 Meeting minutes were not done in time for the Board Packet but will be placed in the next upcoming Board Packet.

COMMISSIONER'S REPORT

Nothing to Report

SHA ED Report

Personnel

Adjustments were made to Staff and a new SHA Organizational Chart was provided to the Board.

Finance

All Invoices were paid on or before 12/31/2024. The *Financial Statement* for December 2024 has been prepared and is included in Tab 5 of this report; *TAR Report* and *Bank Statements* were submitted separately within Monthly SHA Board Package.

Maintenance

Work Orders ("WO") were completed at 91% for Normal WO with a target of lessening the time to complete said task; and 100% of Emergency WO were cured/reported in November 2024 (*The Work Order Report is Attached in Tab 9*).

On going... Preventative Maintenance has been started to ensure that small problems do not become major issues (i.e. electrical inspections...etc...)

On-going... Continuation to amend our curb appeal at all the sites to include new blinds, signage, re-stripping parking, etc...

On-going... Vacant Unit Turn Around stays under my review to see the Plan in place to increase our current Occupancy Rate of 90% to the HUD minimum of 98%... **We will implement a 2025 Occupancy Plan where we hold PH Orientations off the WL the 5th of every month (began January 5th) 2025 of a minimum of five (5) Applicants We will look at a Unit Remodel Plan in 2025 to ensure that the Units get an overhaul not just a Turnaround so we can offer a Market Rate Home at a PH Price; thus, unit Turnarounds will exceed our housing needs.** The Goal is to have an Average of turned around units within the HUD mandated twenty (21) days; or less.

Public Housing

SHA to establish **Rent Rewards Initiative** to increase our monthly rent receivable each month. We will continue this Initiative with the Tenants who pay their full rent on time for the lottery to have a Tenant name drawn at each Board Meeting to receive a gift from the SHA (not to exceed \$25.00) to show the SHA's appreciation for Tenants who Help us meet our **GOAL#1 (Become and maintain a Fiscally Sound Agency)**.

Zero (0) Tenant(s) are in the process and/or were taken to Court for eviction for Non-payment of Rent, Lease Violations and/or Fraud via EIV

Housing Choice Voucher (...formally Section 8)

The SHA's Housing Choice Voucher Program (HCV) continues to operate at/above the 95% needed to continue to receive our HCV Funds as our voucher utilization is at its targeted HUD marker. HCV (Section 8) Report was submitted separately to the Board in Tab 8 of this Package.

Mass meetings for Landlords and Clients will be scheduled in late January 2025 etc...

Security

On-going... The engagement of the Salem Police Department has begun as well as planned Community Watch Initiatives with Tenants for better Neighborhood safety. Outcome TBD.

On-going... Community Watch Pilot Program

Modernization (CFP)

Lighting SHA Multifamily Sites – procuring quotes to increase the lighting at our multifamily sites; Costs TBD

Tot Lot/Playground – procuring quotes to remove/replace the old equipment on our sites; costs TBD

On-going... investigating costs to expand our technology....

Miscellaneous

City of Salem [CHOICE] – Information was provided to the Board for input regarding the Redevelopment of the Westside Court Site. Provided information regarding redevelopment and “Affordable” Housing with self-sufficiency requirement. CNI Invoices for SHA Staff prior; and Support a NEW Broadway Corridor....

On-going... Community Outreach – initial engagement with several Agencies that service our Clientele

NEW BUSINESS

None

RESOLUTIONS

Resolutions Resolution 2025 -005 Approve Agreement with Risk Management Third Party for the NJPHAJIF

Upon Motion made by Commissioner Westly Henson and seconded by Commissioner Lewis with all Commissioners present responding, Resolution 2025-005 was approved.

Upon roll call, the vote resulted:

Chair Nichols	Yes
Commissioner Lewis	Yes
Commissioner Wood,	Yes
Commissioner Johnson	Yes
Commissioner Westly Henson	Yes

5 Yes, Motion Passed

EXECUTIVE SESSION

Upon Motion made by Commissioner Lewis and seconded by Chair Nichols with all Commissioners present responding, to go into Executive Session was approved.

Upon roll call, the vote resulted:

Chair Nichols	Yes
Commissioner Lewis	Yes
Commissioner Wood,	Yes
Commissioner Johnson	Yes
Commissioner Westly Henson	Yes

5 Yes, Motion Passed

Went into Executive Session at 7:05PM

Upon Motion made by Chair Nichols and seconded by Commissioner Johnson with all Commissioners present responding, to come out of Executive Session and back into Public was approved.

Chair Nichols	Yes
Commissioner Lewis	Yes
Commissioner Wood,	Yes
Commissioner Johnson	Yes
Commissioner Westly Henson	Yes

5 Yes, Motion Passed

Executive Session was closed at 7:49PM and the Board went back into Public Session.

ADJOURNMENT

Upon motion made by Commissioner Lewis seconded by Commissioner Johnson with all Commissioners present responding affirmatively, the meeting was adjourned at 7:50 PM.