

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF SALEM
January 22, 2015

A regular meeting of the Salem Housing Authority Board of Commissioners was held on Thursday, January 22, 2015 at the Broadway Tower Community Room, 205 Seventh Street in Salem, New Jersey. The meeting convened at 5:05 p.m.

Chairwoman Call announced the Sunshine Law requirement had been met, properly posted and advertised. Allison Corson, Director of Administration, proceeded to call the roll at this time. Present were: Chairwoman Rebecca Gower Call, Commissioner Cathy Lanard, and Commissioner Veronica Santos. Commissioner John Thomas was absent. Also present was Solicitor Adam Telsey.

Chairwoman Call asked for a motion to approve the December 1, 2014 minutes. Commissioner Lanard made the motion and Commissioner Santos seconded. All present were in favor.

EXECUTIVE DIRECTORS REPORT

Executive Director Dice explained the January meeting is a reorganization meeting. A Chairman and Vice-Chairman should be voted upon for the year 2015. Commissioner Lanard nominated Rebecca Gower Call for Chairwoman. Commissioner Santos seconded. All present were in favor. A motion was then made by Chairwoman Call to nominate Commissioner Lanard as Vice-Chairwoman. Commissioner Santos seconded. All present were in favor.

Financial Summary

For the month of December 2014, the Salem Housing Authority posted a negative consolidated net income of \$-5,472. Year-to-date it has -\$2,321 in net income. Mitch Moore explained that the Section 8 HAP assistance payments were cut by HUD in December and that has contributed to part of the loss. Executive Director Dice advised the rest of the loss is due to an overwhelming amount of maintenance repairs needed. He did advise that the SHA cash position is still holding.

Mitch Moore also said that we should turn our attention to the financial indicators. The quick ratio is now 12 out of 12. Last year it was zero. The MENAR (month's expendable) was 15 – 20 days. Currently, we're at about 1 ½ months.

Occupancy

Executive Director Dice advised the occupancy rate has improved to the point where HUD recently wrote and congratulated us on finally reaching 98%. However, the recent fire took two units offline. There are an additional 2 units currently unfilled. We will likely go below 98% again.

The fire is now under investigation. We can say that it was not caused by a building failure. Serv Pro is demolishing the inside of the buildings. The tenants have been moved to other units or are staying with family. There was one woman hurt, but we understand she is up and moving around.

One Village Alliance

One Village Alliance opened their Anderson Drive operation. Commissioner Lanard advised she tried to deliver goods to the organization 4 times during the month but could not find anyone at the location.

Requests for Proposals

We recently received responses to our published RFP's.

1. General Counsel – Adam Telsey of Puma, Telsey and Rhea
2. Landlord/Tenant – Matt Robinson of Robinson and Robinson
3. Fee Accountant – Tony Polcari of Polcari and Associates
4. Auditor – We did not receive any responses. We're re-bidding the work.

Joint Insurance Fund Representative

Executive Director Dice explained that SHA is insured by the NJ Public Housing Authority Joint Insurance Fund (JIF) – which is a mutually owned company so we are part owners. As such, we receive yearly dividends back for the JIF. Every year a representative must be appointed by the housing authority to serve on our behalf. That person is usually the Executive Director.

At this time Chairwoman Call asked for approval of the following resolutions:

Resolution #01-2015

Approving the Payment of Bills for December 2014 and January 2015

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Santos

Roll Call: Unanimous

Resolution #02-2015 Approving a Professional Risk Management Consulting Service
Roll Call Vote:
Motion: Commissioner Lanard
Second: Commissioner Santos
Roll Call: Unanimous

Resolution #03-2015 Appointing a Fund Commissioner for the JIF in 2015
Roll Call Vote:
Motion: Commissioner Lanard
Second: Commissioner Santos
Roll Call: Unanimous

Resolution #04-2015 Approving a Contract for General Legal Counsel
Roll Call Vote:
Motion: Commissioner Lanard
Second: Commissioner Santos
Roll Call: Unanimous

Resolution #05-2015 Approving a Contract for Operations (Landlord/Tenant) Counsel
Roll Call Vote:
Motion: Commissioner Lanard
Second: Commissioner Santos
Roll Call: Unanimous

Resolution #06-2015 Approving a Contract for Fee Accounting Services
Roll Call Vote:
Motion: Commissioner Lanard
Second: Commissioner Santos
Roll Call: Unanimous

Resolution #07-2015 Resolution to Amend the Shared Services Agreement with the MHA
to include a Part-time Lease Enforcement Officer
Roll Call Vote:
Motion: Commissioner Lanard
Second: Commissioner Santos
Roll Call: Unanimous

Old Business: Commissioner Lanard passed out a package for the other Commissioners to review regarding PHA smoke free initiative.

New Business: Matthew Robinson, Esq., reviewed the 2014 Landlord/Tenant evictions, unpaid rent, and other lease violations involving tenants with the SHA. He explained the procedure followed by the SHA when a tenant fails to pay rent within the period allotted under the SHA lease. He showed where there were 149 Eviction complaints filed for non-payment in 2014, but 142 tenants paid the rent balance prior to a Warrant of Removal. The problem we are facing is the habitual late rent payments. He also advised the SHA was successful in all non-compliant tenant Court and Grievance hearings in 2014.

Chairwoman Call asked if we could utilize the Resident Council to help get the word out about paying rent on time. She believes peer pressure might help. Executive Director Dice explained how tenant receivables impact our HUD scoring.

Public Comment: April Dorsey (84 WSC) said she hates WSC. She complained about the trash and condition of her apartment. She said the management should be fixing up the apartments. She also complained about the quality of the people we are moving into the units. She is currently involved in a situation with a tenant/neighbor. She claims to have been beaten by a guest of this tenant. Additionally, she stated this person is a Felon on house arrest and wonders how this could be allowed.

Executive Director Dice said he knows this is a bad situation. Today we were able to issue a banning notice. Everything that we can do as landlords has been done. He advised having a Lease Enforcement Officer will help. There is a camera on the door to your apartment. Director Dice advised we will continue to do what we can.

Commissioner Lanard stated she saw where the new gate had been knocked down and put up again. The other gate is bent and wonders if it can be fixed. Lease Enforcement Officer DeSario advised it will be fixed. It has been knocked down 3 times.

Commissioner Santos asked about the trash at Anderson Drive. Yolanda Mendibles said our company is C & H. One of the employees is not so great. She is working with them to improve the situation.

At 6:28 p.m. Commissioner Lanard made a motion to adjourn the SHA meeting and go into Closed Session. Commissioner Santos seconded. All present were in favor.

Resolution #08-2015

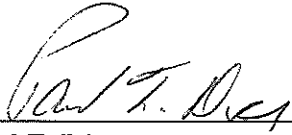
Approving a Closed Session

Roll Call Vote:

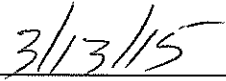
Motion: Commissioner Lanard

Second: Commissioner Santos

Roll Call: Unanimous



Paul F. Dice
Secretary/Treasurer



Date