

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

February 27, 2020

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, February 27, 2020 at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting convened at 5:00 pm.

Chairwoman Ferguson announced 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/Secretary Paul Dice. Also present were Solicitor Adam Telsey and SHA staff.

Chairwoman Ferguson asked for a motion to approve the minutes from the December 18, 2019 meeting. Commissioner R. Lanard made and Commissioner C. Lanard seconded. All present were in favor.

**Financial Summary**

The SHA posted \$21,194 in positive net income for January 2020. The SHA has \$50,122 in positive net income for the fiscal year-to-date.

**Occupancy Rates**

Our occupancy rate is currently 95%. We are still working on bringing this up. The staff is doing what they can. We are trying to get additional resources to help them.

**Carpentry and Masonry Work**

Since entering the contract with Fabbri, we have made significant headway in finally getting some of the most difficult outstanding work. The arrangement is working quite nicely. The head carpenter hurt himself, so the work has slowed somewhat.

The masonry work will continue weather permitting.

**Miscellaneous**

Director of Operations, Betsy Loyle continues to work on the Admission and Continued Occupancy Policy (ACOP) updates.

There is a meeting scheduled for Wednesday, March 4<sup>th</sup> to get an estimate to have the building cleaned.

Regarding the Coronavirus concerns. We have begun to put a plan in place should we be affected. We are getting flu shots for the employees. Making sure frequently touched surfaces are wiped down 2x day. We have also been in touch with the Health Dept. for recommendations and precautions.

We are still waiting to hear when the audit will be scheduled.

Salem has a new Commerce Department employee. They are asking about the plans we file with HUD. We will provide them as requested.

Chairwoman Ferguson advised that there were resolutions to approve.

**Resolution #1-2020** Resolution Approving the Payment of Bills for January & February

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

**Resolution #2-2020** Resolution Approving a Contract for General Legal Council

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

**Resolution #3-2020** Resolution Approving a Contract for Operations Council

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call Unanimous

**Resolution #4-2020** Resolution Approving a Contract for Fee Accounting Services

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

**Resolution #5-2020** Resolution Approving a Risk Management Agreement for 2020

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Chairwoman Ferguson asked if there was any old business. Commissioner R. Lanard asked for verification of who was awarded the electrical bid. It was Sparks. He also brought up the privatization of West Side Court. This could bring in additional revenue. It would lower monthly costs for gas and electric. This is something that could provide hope for the City of Salem. People that would live there would be able to pay a higher rent and therefore they'd have more money to spend in the community. Commissioner R. Lanard asked to table the idea so the other commissioners can think it over. Executive Director Paul Dice indicated that we had tried this before without success. However, we can definitely try again. Westside Court is in the City's redevelopment center. Charles Baily, the new commerce employee, oversees the neighborhood transition. Commissioner Jim Smith said he would bring it up at the City's next Redevelopment Meeting.

Solicitor Adam Telsey advised the Board that the Isaac Young case had settled for \$65,000. We are responsible for 20% of this plus our deductible. If we receive any calls for a reference, we are only to provide his dates of employment. We do not agree to the portion of the settlement that he can enter the building to look for his dissertation paperwork. Adam will talk to the attorney about this.

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

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

At 5:28 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner C. Lanard made a motion, Commissioner R. Lanard seconded. All present were in favor.

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Paul Dice – Secretary

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Date