

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

September 22, 2022

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday September 22, 2022, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened at 5:05 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, Commissioner Annalisa Moritz, and Executive Director Samantha Silvers. Also present were Accountant Ralph Polcari, Solicitor Adam Telsey and SHA staff. Commissioner Crystal Hallman and Commissioner Tim Gregory were absent.

Chairwoman Ferguson asked for a motion to approve the minutes of the July 28, 2022, meeting. Commissioner Lanard made a motion and Commissioner Tomlin seconded. All present were in favor.

Financials

Public Housing

Salem has a MTD operating profit of \$54,425 and a YTD operating profit of \$164,221.

1. MTD operating revenues are \$167,981, or \$14,764 better than budget.
 1. Tenant rental revenue is \$44,073, or \$2,677 below budget.
 2. Operating subsidy revenue is \$100,031, or \$12,531 above budget, due to HUD's allocation methodology. We mentioned last month that there would be a significant increase in operating subsidy due to HUD's allocation methodology. Based on the current authorized funding in eLoccs, next month's subsidy will be \$99,597.
 3. Other revenue is \$6,843, or \$4,926 better than budget, as the Authority charged its tenants for air conditioners in August.
 4. 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 \$113,556 or \$27,047 better than budget.
 1. There are no other significant operating expense items to note.

HCV

Salem has a MTD operating profit of \$317 and a YTD operating loss of \$1,782. Salem's HAP revenue of \$19,028 was enough to cover regular HAP expenses of \$18,965.

New HCVs

The SHA has accepted an award of (3) additional Housing Choice Vouchers under the Consolidated Appropriations Act 2022. Awards were allocated by formula including such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. We are to receive \$25,476.09 in Housing Assistance Payments and \$2,250 in Special Fees which comes from HUD's one-time fee of \$750 for each voucher to facilitate quick lease ups. These will not require separate reporting and will roll into our current renewals after the first year.

Occupancy

The occupancy rate is 80.5%. Westside Court has the most unoccupied units. We are continuing to prioritize Anderson Drive while seeking demolition approval for Westside Court.

REAC

All of SHA was inspected over two days September 7th & 8th. We received a score of 64, almost double our previous score of 37! Given the preliminary Management and Financial score calculations, moving from the Substandard category to Standard may be feasible this year. Even if not, I am not too concerned for any immediate penalties if we remain in the Substandard category since we have a Recovery Action Plan, attached, with HUD which demonstrates our desire to work towards compliance. We need to keep deadlines in the forefront and show improvements.

Recovery Action Plan

Preventative Maintenance, Pre-Inspections, and Repositioning are the main topics of the plan. The SHA has instituted pre-inspections and successfully obtained the minimum PHAS score of passing in the Physical category. The SHA is working to deliver a Preventative Maintenance Plan to HUD and implement a schedule in the fall of this year. In the meantime, we will continue to evaluate the cost of demolition of Westside Court. I have a draft RFP prepared to be reviewed and advertised.

Chairwoman Ferguson indicated that there were resolutions to approve.

Resolution #20-22 Resolution Approving the Payment of Bills for August & September 2022

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Tomlin

Roll Call: Commissioner Moritz voted nay. Chairwoman Ferguson, Commissioner Lanard, and Commissioner Tomlin voted yea.

Resolution #21-22 Resolution Adopting the Budget for Fiscal Year 2022-2023

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Moritz

Roll Call: Unanimous

Resolution #22-22 Resolution Approving a Cost of Living Adjustment

Roll Call Vote:

Motion: Commissioner Tomlin
Second: Commissioner Lanard
Roll Call: Unanimous

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

Chairwoman Ferguson asked if there was any new business. Executive Director Samantha Silvers presented the information on Mobile Security System. A flyer was emailed to all the commissioners prior to the meeting. This is a self-contained system that is being tested in Camden. The company would handle the replacement of broken or damaged parts. Commissioner Moritz asked if something like this would change the behavior of the tenants. Chairwoman Ferguson said the system could potentially allow the SHA to view issues like property damage and illegal dumping. Commissioner Moritz was asked to send a list of relevant question to ask the company since this is her area of expertise.

Commissioner Tomlin asked what was being done about the ongoing roach problem and the increased problem with mice. The exterminators were scheduled for service the following week and would be advised so they could act accordingly.

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

At 6:16 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.

Samantha Silvers – Secretary

Date