

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

January 28, 2021

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, January 28, 2021. The meeting was held virtually through the Go To Meeting Platform. The meeting convened at 5:07 pm.

Chairwoman Ferguson announced that 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 Paul Dice. Also present were Solicitor Adam Telsey, Accountant Tony Polcari and SHA staff.

Chairwoman Ferguson asked for a motion to approve the minutes for the November 19, 2020 meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All those present were in favor.

Financial

The SHA posted \$107,706 in positive net income for December 2020. The SHA has \$47,209 in year-to-date net income. Financially the SHA is in a solid position. This is in large measure because Millville Housing Authority personnel are performing the work of the SHA's former Property Manager pursuant to the Shared Services Agreement. We will continue to do so until we can find a suitable replacement.

Continuity of Shared Services Agreement with Salem

Executive Director, Paul Dice has been working directly with the SHA and MAH staff over the last month in the front-line operational capacity. The recent change in the Director of Operations position has had a negligible impact on the work output and overall operational efficiency at the SHA. Paul then introduced all the staff members that are working on behalf of the SHA and what their roles are. Paul expressed that he did not believe that any competing housing authority or property management firm would be able to offer better services, especially given the broad scope of the services provided by the Shared Services Agreement. Chairwoman Ferguson thanked all the staff members for taking the time to attend the meeting.

Occupancy

The occupancy is currently 89%. There was a problem with the waiting list that needed to be taken care of. It will be back in order shortly.

The opening of the HCV waitlist was also discussed. Chairwoman Ferguson offered additional suggestions of agencies that would be able to help get the word out to the public. They were the Office

on Aging and the Library. Both would be able to offer computer access. She also suggesting getting in touch with the Inter-Agency Council.

Mailboxes in Broadway Tower

The mailbox until is broken and unrepairable. We have ordered new units which are scheduled to be delivered 2/8/21. This is causing a hardship for the tenants because they must go to the Post Office for their mail. Our hands are tied at this point since we have not control over the shipping time frame and are not allowed to deliver the mail ourselves.

Fire Alarm System – Broadway Tower

WE have quotes from our engineering firm that range between \$125,000 and \$225,000. We are still considering our options. Paul will keep everyone apprised of the situation.

Chairwoman Ferguson indicated that there were resolutions to approve.

Resolution #1-21 Resolution Approving the Payment of Bills for December 2020 & January 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #2-21 Resolution Approving a Contract for Trash Hauling Services 2021-2022

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #3-21 Resolution Approving a Slate of Officers for 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #4-21 Resolution Approving a Fund Commissioner for 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #5-21

Resolution Approving a Risk Management Agreement for 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: R. Lanard

Roll Call: Unanimous

Resolution #6-21

Resolution Approving a Contract for Lawn Care/Snow Removal for 2021-2023

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #7-21

Resolution Approving a Contract for Fee Accounting Services for 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #8-21

Resolution Approving a Contract for General Legal Counsel for 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #9-21

Resolution Approving a Contract for Landlord Tenant Counsel for 2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #10-21

Resolution to Amend the ACOP & Admin Plan to Include Veterans' Status

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #11-21

Resolution Approving a Contract for the Calculations of Utility Allowances

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. 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. Commissioner R. Lanard asked about the status of HUD inspections. We do not know the timing, but we will be at the top of the list because of our status as a Troubled Authority. He then asked where we were in the preparation for the inspections. Paul stated that we are ahead of where we were last year, but not where we need to be. We are currently working on quality-of-life repairs.

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

At 5:46 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All those present were in favor.

Paul Dice – Secretary

Date