

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

April 22, 2021

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, April 22, 2021. The meeting was held virtually via the Go To Meeting platform. The meeting was convened at 5:03 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 Samantha Silvers. Also present were Solicitor Adam Telsey, Accountant Tony Polcari and SHA staff.

Chairwoman Ferguson asked for a motion to approve the minutes for the March 25, 2021 meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All those present were in favor.

Financials

The SHA posted \$8,359 in negative net income for March 2021. The SHA has a positive operating profit of \$58,474 for the fiscal year to date (10/01/20-3/31/21). Or accountant reported the following significant expenditures for March 2021.

- Gas Utility expense was \$14,000 or \$4,000 worse than budget.
- Water/Sewer Utility expense was \$20,639 or \$5,639 worse than budget.
- Maintenance materials and contract expenses were \$60,681 or \$23,181 worse than budget. This is mostly due to plumbing and electrical repairs totally approximately \$35,000. The SHA also incurred \$14,000 from Team Reed for snow removal/landscaping and \$8,000 for HD Supply.
- Insurance expense was \$15,056 or \$2,056 worse than budget. The annual Joint Insurance Fund invoice is approximately \$14,000 higher than the previous year's invoice that was used for budgeting.

Occupancy

Our occupancy rate is 88%. This is down 1% since last month due to 3 deceased tenant units. We have gotten possession of the longest vacant unit so we can begin the turning process. The units that have been rehabbed by Fabbri (54 and 117 WSC) have been occupied. Fabbri is currently working on a full bathroom rehab at 116 AC and total flooring replacement at 51WSC. With 2 newly leased units, it is the intent to have 5 additional leases by the end of the month, barring completion of intake tasks by the incoming tenants.

Tenant Accounts Receivable

The COVID 19 pandemic has significantly hindered collection of tenant rents. For the month of April 2021 19.4% of tenant rents remain uncollected. We are still under a federal and state eviction moratorium, so legal avenues to address the delinquencies are currently unavailable. We have seen some larger payoff amounts; however, many of the outstanding payments are 90+ days. We have been keeping up with regular noticing so that we can move forward on the next steps when available.

Substandard Physical Score – HUD’s Request for a Recovery Plan

The initial report following the Recovery Plan was submitted in March to HUD. Executive Director, Samantha Silvers will be working with Yolanda Mendibles and staff to review the scores and prioritize high-scoring common area upgrades.

Executive Director Transition

Samantha has been working on completing some of her required training courses. She has completed the 5-day Public Housing Management session with a lot of good take-aways and follow-up tasks. What she has seen being done so far coincide with best practices, with many areas above those standards. Samantha has also completed and passed the exam for Property Management (PM). She has taken note of several communities and staff who had some great ideas throughout the course that she would like to discuss in more detail for any possible improvements that can be brought to the SHA. The instructor for the PM course has done several successful demolition/redevelopment projects. Some with Low-Income Housing Tax Credits. We will be talking at a later date for suggestions.

Chairwoman Ferguson indicated that there were resolutions to approve.

Resolution #17-21 Resolution Approving the Payment of Bills for April 2021

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #18-21 Resolution Approving a Contract for HVAC Services 2021-2023

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

Resolution #19-21 Resolution Approving a Contract for Plumbing Services 2021-2023

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

Resolution #20-21 Resolution Approving a Contract for Electrical Services

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

Resolution #21-21 Resolution Approving a Contract for Pest Control Services 2021-2023

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

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

Chairwoman Ferguson asked if there was any new business. Samantha Silvers spoke about a new tenant portal that is being launched by PHA-Web. It will afford tenants the ability to make online payments, work order requests and check statement balances. Yolanda Mendibles is scheduled to take the class next week. The application should be cell phone friendly as this is the format our maintenance staff is currently using for their work orders.

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

At 5:22 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner C. Lanard made a motion and Commissioner Smith seconded.

Samantha Silvers – Secretary

Date