

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

October 24, 2019

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, October 24, 2019 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 September 23, 2019 meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All present were in favor.

#### **Financial Summary**

For September 2019, the SHA posted \$22,855 in positive net income. The SHA maintains \$146,148 in positive year-to-date income. The fiscal year ended 9/30/2019. We will now begin the close out. The final net income will undoubtedly change. We are expecting that we will close the year in a solid financial position.

U.S. Department of Housing and Urban Development (HUD) guidelines require us to submit unaudited financial statements electronically within 60 days of the close of our fiscal year. Ours will be due by 11/29/19.

HUD also requires that we undergo an annual audit within 9 months following the close of our fiscal year. The scope of the audit will include confirmation of our reported financials as well as testing to confirm that we are administering our programs in compliance with HUD rules and regulations. Our audit needs to be completed by the end of June 2020.

#### **Occupancy Rates**

Our occupancy rate is 95.6%. This is slightly lower than last month, but we are still in a solid position. Tom and staff are doing a great job. They are anticipating being at 97%-98% for November.

#### **Food Bank of South Jersey**

The Food Bank has offered to run a pilot "Pop Up Mobile Food Distribution" program at West Side Court (WSC) and Anderson Drive (AD) starting in November. They will be at WSC on the first and third Friday and AD on the first and third Wednesday from 11:00 am -12:30 pm. We have offered them access to

the community rooms during inclement weather so that it won't impede the offering during the winter months.

We sincerely hope this program goes well. This is a much-needed service given the lack of access to food shopping in our area. Chairwoman Ferguson suggested that we keep an eye on this, they tend to start out great but not last. She is curious to hear a report of how things are going down the road.

#### **Visit from HUD Newark Personnel**

In December 2017 we underwent a HUD physical inspection. We did not do well and received a score of "Substandard Physical". We've since addressed the cited issues but have not had a follow-up inspection. HUD personnel visit annually to check on our progress. HUD personnel came out on October 22<sup>nd</sup>. Betsy Loyle explained what the maintenance crew is doing to complete turns quicker. Jeremy also spoke with the HUD representatives about how the work is easier now.

We have started prepping for the REAC inspections. We need to start preparations now since we will only have two weeks' notice once the inspection date is set.

#### **Changes to the Admissions and Continued Occupancy Policy (ACOP)**

Betsy has done a good job preparing us for mandatory and recommended ACOP changes. Recommended changes are detailed in the attached report.

Chairwoman Ferguson advised that there were resolutions to approve.

#### **Resolution #26-2019**

Resolution Approving the Payment of Bills for October

##### Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

#### **Resolution #27-2019**

Resolution Approving the Changes to the ACOP

##### Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

#### **Resolution #28-2019**

Resolution Adopting the Budget for 10/1/2019-9/30/2020

##### Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Chairwoman Ferguson asked if there was any old business. Solicitor Telsey stated that there was no movement on the Isaac Young case.

Chairwoman Ferguson asked if there was any new business. Commissioner Smith stated that he had been working on finding people who would be willing to be on the board.

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

At 5:20 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner Smith made a motion and Commissioner C. Lanard seconded. All present were in favor.

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Paul Dice – Secretary

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Date