

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

May 26, 2022

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, May 26, 2022, at the Anderson Drive Community Room. 125 Keasby Street, Salem, NJ. The meeting was convened at 5:16 pm.

Chairwoman Ferguson announced that the Sunshine Law had been met, properly posted, and advertised.

Denise Smith proceeded to call the roll at this time. Present were Chairwoman Rebecca Gower Ferguson, Commissioner Cathy Lanard, Commissioner Shalonda Tomlin, Commissioner Crystal Hallman, and Executive Director Samantha Silvers. Also present were Solicitor Adam Telsey and SHA staff. Commissioner Tim Gregory was absent.

Chairwoman Ferguson asked for a motion to approve the minutes of the April 28, 2002, meeting. Commissioner Lanard made a motion and Commissioner Tomlin seconded. All present were in favor.

Financials

Salem has a MTD operating loss of \$14,968 and a YTD operating loss of \$64,341.

1. MTD operating revenues are \$152,194, or \$1,024 below budget.
 1. Tenant rental revenue is \$42,215, or \$4,535 below budget, as unit months leased (UML) were only 155 out of 180 this month.
 2. Operating subsidy revenue is \$92,921, or \$5,421 above budget, due to HUD's allocation methodology.
 3. 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 \$164,061 or \$23,458 more than budget.
 1. Administrative salaries expense is \$4,120, or \$1,145 higher than budget, because there were three pay periods in May.
 2. Maintenance salaries expense is \$7,368, or \$3,125 higher than budget, because there were three pay periods in May.
 3. Maintenance materials and contract expenses are \$61,509, or \$21,926 above budget. The primary reason for this unfavorable budget variance is the Authority received approximately \$40,000 of Team Reed invoices related to January snowplow and ice melt costs. The Authority was unfortunately going back and forth with the vendor about these invoices for months.
 4. There are no other significant operating expense items to note.

PHA Web is working directly with Stax to resolve the issue we have been having where any rent payments received via direct deposit in the bank account are not being recorded in the general ledger. As a result, the accounts receivable balance in this month's analysis is \$0 as we cannot determine what rent payments are outstanding until the issue is resolved. We will adjust the allowance for doubtful accounts and bad debt expense balances accordingly when the issue is fixed.

HCV

Salem has a MTD operating loss of \$353 and a YTD operating profit of \$8,186. Salem's HAP revenue of \$18,337 was not enough to cover regular HAP expenses of \$19,205.

Occupancy

Our occupancy rate continues to be 86%. Fabbri completed two more units and is working in two other units along with working on the Broadway Tower repairs due to the flooding of the first floor.

PHAS Scoring

Millville has been contacted for two REAC inspections, so Salem is likely to be scheduled soon. HUD contracts out the inspections, Samantha asked the inspectors for MHA if they will also be doing Salem. They said they will be doing them but have not scheduled a date at this time. We will be working on common areas as soon as the MHA inspections are completed. Chairwoman Ferguson asked if we would be conducting a pre-inspection.

West Side Court Demolition/Disposition (WSC)

Samantha had talked previously with a developer that was looking into the waterfront redevelopment project. They expressed an interest in purchasing WSC. They are currently working with the bank about due diligence on the redevelopment project and have been including the WSC project in their redevelopment plans and applications with the NJ EDA.

Chairwoman Ferguson indicated that there were resolutions to approve at this time.

Resolution #14-22 Resolution Approving the Payment of Bills for May 2022

Roll Call Vote:

Motion: Commissioner Hallman

Second: Chairwoman Ferguson

Roll Call: Commissioner Lanard Abstained

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

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

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

Commissioner Tomlin asked about security measures and if anything had been done about the lighting issues previously discussed. Yolanda indicated that she had gotten a quote from Northeast Electric. It was over our threshold of \$17,500 so she had to get a second quote. She requested this from Spark's Electric and is waiting for the quote. Yolanda will talk to them to see if the process can be moved along.

Samantha stated that she had been in contact with the Food Bank about the summer feeding program. The Food Bank would prefer an eat-in location to monitor the wasting of food and the proper handling

of trash. This may not be viable because we would have to provide volunteers for this set up. Since we would not be able to provide the volunteers the Garb-and-Go option is possible.

Commissioner Hallman brought up the overall condition of the properties and the roll/effectiveness of the Board of Commissioners. A lengthy conversation ensued. As a result of the conversation the commissioners will be viewing a newly vacated property and then will see it again after Fabbri and the maintenance staff have turned the apartment. The establishment of a Resident Council and more dialogue with residents were also initiated because of the discussion. The reports that are generated from the REAC inspections will also be provided to the commissioners.

At 6:30 Chairwoman Ferguson asked for a motion to adjourn the meeting. All present were in favor.

Samantha Silvers – Secretary

Date