

MINUTES OF A REGULAR MEETING

OF THE HOUSING AUTHORITY

OF THE CITY OF SALEM

December 13, 2018

A regular meeting of the Salem Housing Authority Board of Commissioners was held on Thursday, December 13, 2018 at the Broadway Tower Community Room, 205 Seventh Street in Salem, New Jersey. The meeting convened at 5:00 p.m.

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

Karen Chiarello, Director of Administration proceeded to call the roll at this time. Present were: Chairwoman Rebecca Ferguson, Commissioner Cathy Lanard, Commissioner James Smith and newly appointed Commissioner Robert Lanard. Also, in attendance was solicitor Adam Telsey and SHA employees.

At this time introductions were made. Robert (Bob) Lanard was introduced as the newest commissioner appointed to the board. Karen Chiarello was introduced as the new Director of Administration. Paul Dice announced that Allison Corson was retiring as of the end of December. Also introduced for the new commissioner's benefit was Betsy Loyle - Director of Operations, Yolanda Mendibles - Senior Property Manager, Tom Lapierre - Property Manager, and Laurie Frisby.

Chairwoman Ferguson asked for a motion to approve the minutes of the August 23, 2018 minutes. Commissioner C. Lanard made a motion, Commissioner Smith seconded. Commissioner R. Lanard abstained. All others present were in favor.

Financials

For October 2018 the Salem Housing Authority has a consolidated MTD operating profit of \$33,982. The YTD is the same given the fiscal year is 10/1-9/30.

Revenue:

- MTD operating revenues are \$153,975, or \$8,853 better than budget.
- MTD rental revenue is \$45,922, or \$2,198 below budget.
- MTD operating subsidy is \$87,901, or \$6,700 better than budget, due to HUD's subsidy allocation method.
- MTD other revenue is \$5,520, or \$4,353 better than budget, due to the last month of tenant air conditioner charges for the season.

Expenses:

- MTD expenses are \$119,993, or \$23,409 better than budget.
- MTD maintenance salaries are \$7,242, or \$1,838 worse than budget, because of overtime earned during the month.
- MTD maintenance materials expenses are \$15,021, or \$4,188 worse than budget. The three largest vendors during the month are Smick Lumber (\$5,541), Hitchner's (\$5,169) and Sherwinn Williams (\$1,614).
- There were no other expense categories that were more than \$1,00 worse than budget.

New Board Member

Executive Director Dice mentioned new Commissioner Bob Lanard again. He also mentioned that SHA has had the privilege of working with Bob previously. He was the liaison between the Board and the City Council.

Anderson Drive Electric Project

The work is now completed on this project. There was a change order that brought the total cost of the project, architectural and engineering not included, to \$125,535.

The Anderson Drive project has been very difficult. Chairwoman Ferguson agrees with the assessment. Even though the final walk through has been done, this really isn't the end of the story. The transformer to junction boxes, to outside boxes still need to be taken care of. Funding is up significantly for capitol and operations, so this gives us some flexibility. Paul and Betsy will be discussing the budget for the capital expenditures.

Operations

Vacancies are currently high. Turns are still being processed, but these are taking longer because of things that have not been taken care of in the past. They have had several evictions. The current judge is very good. However, this doesn't help the vacancy level.

Chairwoman Ferguson asked about denials on background checks. Betsy and Yolanda explained the most common denial reasons. The first is the applicant's eviction history. The second is criminal history. They have eased up on this a bit in accordance with HUD guidelines. The third is if the applicant has extensive criminal record. The two automatic denials for HUD are the manufacturing of meth on Public Housing Property and sexual offenses. HUD does provide a lot of guidance in the Authorities ACOP.

Of the current wait lists, the 2-bedroom is the longest. All others are fairly short.

RESOLUTIONS

Chairwoman Ferguson advised that there were resolution to approve:

Resolution #22-2018 Approving the Appointment of Robert Lanard to SHA Board of Commissioners

Roll Call Vote:

Motion: Commissioner Smith

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #23-2018 Authorizing the SHA Board to Pay Bills for the months of September, October, November and December 2018

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #24-2018 Approving a Contract for Auditing Services

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: R. Lanard

Roll Call: Unanimous

Resolution #25-2018 Approving a Contract for Architectural Services

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

Resolution #26-2018 Approving a Contract for Trash Hauling Services

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #27-2018 Approving an Addendum to the Shared Services Agreement with the Millville Housing Authority

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #28-2018 Appointing a Fund Commissioner for the NJ Public Housing Authority Joint Insurance Fund

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

It was determined that a closed session was not necessary to discuss the following issues:

Isaac Young Lawsuit

Isaac Young is suing the SHA for his termination. ED Dice and Solicitor Telsey recently went to a court ordered mediation. There appears to be a younger associate handling Mr. Young's side of the case. They were unable/indecisive about coming up with a demand on the day of mediation. They finally decided on \$140,000. Our side was going to counter with defense costs, but things didn't even get that far. One of the issues that was raised at the mediation was whether the SHA had the authority to suspend Mr. Young. The Personnel Policy in affect at the time said that an employee could not be suspended for more than 15 days. This policy has since been updated. Ronald Thompson was the attorney at that time. We are represented by the Joint Insurance Fund for this matter, Solicitor Telsey is consulting at ED Dice's request. We don't know at this point how the whole thing turn out.

The Cook 'slip and fall' case was also addressed briefly. This is an alleged incident that we did not find out about for quite some time. There is no proof of where the incident happened.

Chairwoman Ferguson asked if there was any old business. There was not.

Chairwoman Ferguson asked if there was any new business.

Allison Corson stated that she had been contacted by the Steered Straight Organization. This is a group that had used SHA facilities over the summer. Allison and Yolanda had met with Cecilia to coordinate access for an after school program they want to offer on Thursday afternoons. Allison was also contacted by Tim Gregory. He runs a program called 'Huddle'. Chairwoman Ferguson knows him, his is going to be on the City Council starting 1/1/2019. They would like access to Anderson Drive to offer a Cardio Drumming class and party of a healthy initiative program. The class is currently being offered at the Family Success Center. Tim is not the one teaching the class. Questions were raised about the validity of the organization. Chairwoman Ferguson assured everyone that it is a legitimate group that has tangible results. They offer real services on a regular basis. She encouraged everyone to search the on Google. We will have to draft an agreement with them. This will be done well in advance of them using our facilities so that the Board can review the terms. Also noted was the benefit of positive traffic at the property.

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

At 5:50 p.m. Chairwoman Ferguson announced that the next meeting is scheduled for January 24, 2018 at 5 p.m. She then asked for a motion to adjourn the meeting. Commissioner Smith made a motion and Commissioner R. Lanard seconded. All present were in favor.

Paul Dice
Secretary

Date