

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

December 18, 2019

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Wednesday, December 18, 2019 at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting convened at 501 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 Kristin Telsey and SHA staff.

Chairwoman Ferguson asked for a motion to approve the minutes from the October 24, 2019 meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All present were in favor.

Financial Summary

Or November 2019, the SHA posted \$3,683 in positive net income. The SHA maintains \$19,884 in positive year-to-date net income.

Occupancy Rates

Our occupancy rate is 96%.

Write-Offs

We have \$29,368.53 in uncollectable debt from tenants. \$9,173.48 is from West Side Court and \$20,368.53 is from Anderson Drive. We do not have any uncollectable amounts from Broadway Tower.

Request for Proposal Results

The architect Request for Qualification (RFQ) is being awarded to Manders, Merighi, Portadin and Farrell. This was the only RFQ received.

We put out an RFQ for General Contractor Services, specifically covering masonry and carpentry. One response was received. This is the first time that we have been able to secure a bid for this type of work. This will replace one full time equivalent maintenance position. Fabbri Builders submitted a quote for \$84.50/hr. for skilled labor and \$58.50/hr. for unskilled labor. The contract is not to exceed \$150,000 without further Board approval. Commissioner R. Lanard questioned the amount for the unskilled labor. He was assured that these are fair rates. Fabbri is operated as an open shop. The workers are not pulled from union halls. They are permanent employees on pay-roll. They want continuous work. We need to have professionals handle this, our team is not equipped to handle this scope of work.

Commissioner C. Lanard asked if this was for emergency work only. It is not. The workers from Fabbri are systematically working through issues that need to be addressed. It was then asked if the work is for targeted apartments. Betsy Loyle, Director of Operations, stated that they are working off the Real Estate Assessment Center (REAC) reports and the pre-inspection survey that the staff completed. The list is being prioritized by need. We are using the “most skilled” carpenters to do the work requiring that level of expertise. The floors are the biggest issue at this point. There is damage from bad water heaters. Commissioner Smith asked which property was in the poorest shape. Yolanda Mendibles, Senior Property Manager, said that both family units are in bad shape. Broadway towers is in relatively good shape. The Commissioners indicated that they would like to see the work being done in person.

Personnel

We will go into closed session to discuss the reduction of one maintenance position due to the outsourcing of labor to Fabbri Builders. There has been a notable change since this person left, and it is for the better.

Annual Federal Physical Inspections

Our inspection score was 37/100. We will now be labeled as a troubled agency. This is a huge failure. We had a big personnel issue. Paul stated that he should have realized the extent of the problem, but he did not. HUD will put him through the paces now, on reporting on the agencies progress. We were way behind because of trying to fix the issues that the employee caused. We couldn't catch up at that point to prepare for the inspection. Chairwoman Ferguson asked if the money that hasn't been put towards property repairs because of the potential demolition would now be used to make needed repairs. For example: the money being used to pay Fabbri.

Operations

Broadway Tower had a new trash compactor installed on the day of the Board Meeting. The staff was very excited as this has been a long time coming.

Executive Director Paul Dice indicated that there would be no re-opener on the Shared Services Agreement. The fee would remain the same for the 2020 calendar year.

Chairwoman Ferguson advised that there were resolutions to approve.

Resolution #29-2019

Resolution Approving the Payment of Bills for November & December

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #30-2019

Resolution Fiscal-Year Write Off Amounts

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #31-2019

Resolution Approving a Contract for Architect Services for 2019-2020

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

Resolution #32-2019

Resolution Approving a Contract for General Contractor Services

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #33-2019

Resolution Appointing Fund Commissioner for the JIF for 2020

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Resolution #34-2019

Resolution Approving Closed Session

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner Smith

Roll Call: Unanimous

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

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

The Board of Commissioners entered a Closed Session at 5:39 pm.

The Board of Commissioners exited Closes Session at 6:00 pm.

At 6:00 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All present were in favor.

Paul Dice – Secretary

Date