

MINUTES OF A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF SALEM  
September 23, 2019

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Monday, September 23, 2019 at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting convened at 5:03 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 Kathy 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 July 25, 2019 meeting. Commissioner R. Lanard made a motion and Commissioner C. Lanard seconded. All present were in favor.

#### **Financial Summary**

For August 2019, the SHA posted \$11,878 in positive net income. The SHA maintains \$123,293 in positive net income year-to-date.

#### **Occupancy Rates**

Our occupancy rate is at 97.3%. The staff is continuing to do a great job. This includes the maintenance staff; they are a big part of the continued improvement.

#### **West Side Court**

The demolition project and subsequent relocation of residents via Section 8 vouchers is stalled because we cannot get the City to commit to funding the demolition. Executive Director Paul Dice still feels that demolition is the best option but does not see it happening.

#### **Rental Assistance Demonstration (RAD) Program**

We have continued our due diligence in evaluating the possibility of utilizing this program. We updated our physical needs analyses. We asked the architect to determine what work needs to be performed now, and how much we would need to invest today, in order to remain a viable ongoing concern for the next 15 years. He performed this evaluation for all 3 housing authorities.

We then sent this report to our accountant. We requested that he compute how much capital we could realistically raise through 4% Low Income Housing Tax Credits and conventional mortgages and then

compare it to the architect's findings. Please see the attached report from the accountant for his findings.

In conclusion, we will continue to monitor the situation. HUD will continue to tweak the RAD program and we will monitor the changes to see if they become feasible.

**Admission and Continued Occupancy Policy (ACOP)**

Betsy Loyle, Director of Operations spoke about upcoming changes to the ACOP. Paul will be forwarding the upcoming changes to the Board members.

One of the changes will include the transition to an online application process. We will have a terminal at HBC for those people that do not have access to a computer. A big benefit of the online application is that it cannot be accepted until all the required information is included. Once the completed application has been accepted the applicants will then be able to check the status online.

Heating Standards must now be included in the ACOP.

All the changes in the correspondence will be highlighted so that it will be easier to identify the changes and read them. There are additional, larger changes coming after the first of the year.

Chairwoman Ferguson advised that there were resolutions to approve.

**Resolution 23-2019**

Resolution Approving the Payment of Bill for August & September

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

**Resolution 24-2019**

Resolution Approving a Contract for Audit Services

Roll Call Vote:

Motion: Commissioner R. Lanard

Second: Commissioner C. Lanard

Roll Call: Unanimous

**Resolution 25-2019**

Resolution Approving a Closed Session to Discuss Litigation

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

Went into closed session at 5:55pm

Returned from closed session at 6:01 pm.

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

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

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

At 6:05 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner Smith made a motion, Commissioner C. Lanard seconded. All present were in favor.

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Paul Dice – Secretary

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Date