

A REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF SALEM  
November 19, 2020

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, November 19, 2020. The meeting was held virtually through the Go To Meeting platform. The meeting convened at 5:05 pm.

Chairwoman Ferguson announced that 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 Paul Dice. Also present were Solicitor Adam Telsey, Accountant Tony Polcari and SHA staff.

Chairwoman Ferguson asked for a motion to approve the minutes for the October 22, 2020 meeting. Commissioner C. Lanard made a motion and Commissioner R. Lanard seconded. All present were in favor.

**Financial**

The SHA posted \$25,195 in positive net income for October 2020. The SHA has the same amount in year-to-date net income, as the new fiscal year started 101/20. Financially the SHA is in a good position.

**Occupancy**

Our Occupancy is currently 91%. Yolanda Mendibles was available to explain this. There are several issues that she encountered. The waiting list needed to be cleaned up. We can not house applicants out of order. It will take a couple more weeks to get the list in order. There are also issues with some of the apartments. We have apartments ready to be filled, and have been ready, but the adjoining apartments are infested with roaches. There are 3 apartments that have this problem. We have also needed to do some mold remediation and extreme cleaning. Then there are apartments that require extensive construction. By the end of December, we will be in a much better position. Chairwoman Ferguson asked if the problems with the Wait list were due to the previous property manager. Yolanda said they were. A lot of the preferences were wrong. Chairwoman Ferguson thanked Yolanda for the work she was putting in to get this corrected. Due to the current moratorium, we are unable to do anything about removing the tenants from the infested apartments. The empty adjacent apartments will remain empty until the evictions can be enforced and the apartments cleaned.

### **Financial Impact of Hiring a Full-time Executive Director**

Tony Polcari has calculated the financial impact of the SHA hiring its own Executive Director rather than outsourcing the position as it does now. Attached please find Tony's report. He calculates that the SHA's annual expenses would increase from \$90,000 to \$120,000. That is a 33.33% increase.

Tony also states that it is likely that the SHA would need to hire someone in addition to a full-time executive director to run the Section 8 program. The SHA had such a position before the Shared Services Agreement with the Millville Housing Authority. He estimates this position would cost an additional \$45,000/yr.

Tony concludes that "In summary, it is my opinion that outsourcing Executive Director services is significantly more beneficial than hiring a full-time director." He will be at the next board meeting to discuss his report in detail and to answer any questions you might have.

### **Renewal of the Shared Services Agreement with the Millville Housing Authority**

The agreement with Millville expires on 12/31/20. The renewal contains the following terms:

- For the public housing section of the agreement, the current contract rate is \$87,550/yr. We propose a 2% increase bringing the rate to \$89,301/yr.
- The MHA will continue to administer the SHA's Section 8 program (currently known as the Housing Choice Voucher program) for an amount equal to the Section 8 administrative fees provided by the U.S. Department of Housing and Urban Development (HUD).
- A 2-year contract extension covering the period of 1/1/21 through 12/31/22.
- The SHA will continue to pay for information technology on a time and expense basis. This service is currently provided by Barber Consulting. The SHA will pay Barber Consulting directly with no additional charges from the MHA.
- The contract will re-open on the date of the SHA's November 2021 board meeting to discuss the contract rate for the second year.
- All other terms and conditions will remain the same.

Chairwoman Ferguson indicated that there were resolutions to approve.

### **Resolution #27-20**      Resolution Authorizing the Payment of Bills for November 2020

#### Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

**Resolution #28-20**

Resolution Approving A Contract for Architect Services for 2020-2021

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

**Resolution #29-20**

Resolution Approving the Renewal of the Shared Services Agreement for 2021-2022

Roll Call Vote:

Motion: Commissioner C. Lanard

Second: Commissioner R. Lanard

Roll Call: Unanimous

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 5:47 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.

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Paul F. Dice – Secretry

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Date