

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

April 28, 202

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, April 28, 2022, at the Westside Court Community Room. 75 Westside Court, Salem, NJ. The meeting was convened at 5:14 pm.

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

Karen Chiarello proceeded to call the roll at this time. Present were Chairwoman Rebecca Gower Ferguson, Commissioner Cathy Lanard, and Executive Director Samantha Silvers. Commissioner Shalonda Tomlin, Commissioner Crystal Hallman, Commissioner Tim Gregory were present via the Go To Meeting Platform. Solicitor Adam Telsey and Accountant Ralph Polcari were also present via the Go To Meeting platform. Also present in person were MHA staff and several children from the complex.

Chairwoman Ferguson asked for a motion to approve the minutes of the March 24, 2022, meeting. Commissioner Gregory made a motion and Commissioner Lanard seconded. All present were in favor.

**Financial**

Salem has a consolidated MTD operating loss of \$6,011 and a YTD operating loss of \$40,835.

**Public Housing**

Salem has a MTD operating loss of \$6,411 and a YTD operating loss of \$49,374.

1. MTD operating revenues are \$113,469, or \$39,748 below budget.
  1. Tenant rental revenue is \$41,152, or \$5,598 below budget, as unit months leased (UML) were 155 out of 180 this month.
    - a. We have been getting more responses on the COVID Relief funds.
  2. Operating subsidy revenue is \$55,257, or \$32,243 below 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 \$119,880 or \$20,723 better than budget.
  1. Gas utility expense is \$19,983, or \$8,317 above budget, due to increased usage during the cold winter months. The Salem gas expense usually decreases in the Spring.
  2. Electric utility expense is \$31,519, or \$10,127 above budget, due to increased usage during the cold winter months. The Salem utility expense usually decreases in the Spring.

3. Maintenance materials and contract expenses are \$500, or \$39,083 better than budget. We reclassified \$29,131 of Northeast Plumbing, Pierce Phelps and GE Mechanical costs from expense to fixed assets this month. We will check if capital funds can be used to pay for these costs when we receive the invoices.
4. There are no other significant operating expense items to note.

\* The operating subsidy is going to increase significantly in May and June. It will likely more than double.

### **HCV**

Salem has a MTD operating profit of \$400 and a YTD operating profit of \$8,539. Salem's HAP revenue of \$18,337 was enough to cover regular HAP expenses of \$18,198.

### **Occupancy Rates**

Our occupancy rate continues at 86%. Fabbri has completed one unit and is working in 5 units, majority involves new subflooring, flooring, and kitchens. They are working with the architects to make plans for the fire damaged units. Bob Dintino is working to make sure that both the projects here and in Millville are staffed.

### **PHAS Scoring**

HUD has resumed scoring starting with the 3/1/2022 fiscal year cohorts of PHAs. Since our FY is 10/1/2022, we are not in the current scheduling round. However, we intend to use the Maintenance Supervisor at Millville to review previous REAC inspection reports and address outstanding common area compliance ahead of our scheduling.

### **Property Manager Updates**

There was a plumbing backup that flooded a large portion of the first floor of Broadway Towers including the offices and community room 4/14/2022. Northeast was called in to clear the sewer lines and ServiceMaster came to remediate and remove damaged materials. Staff worked from out of the office on Friday the 15<sup>th</sup>. The office reopened Monday and Fabbri has begun repairs.

### **US HUD Emergency Safety and Security Grants**

Submission Requirements: Emergency Safety and Security grant funds are available to address emergency safety and security needs that threaten the health and safety of the public housing residents. The crime or drug-related activity or the safety emergency requiring carbon monoxide detectors, either of which has given rise to the need for emergency safety and security funding, must have existed prior to submission of the application. Administration and Property Management will discuss the most pressing needs, most likely lighting, and cameras, and assemble the documentation below and application.

PHAs MUST provide a thorough explanation of how the identified crime or drug-related activity at the PHA or in the close vicinity of the PHA has increased the threat to the health and safety of their public housing residents at the projects for which emergency safety and security improvements are proposed in the PHA application, or how the PHA has determined a safety emergency which requires the purchase, repair, replacement, or installation of carbon monoxide detectors.

For emergency safety and security measures to address crime and drug-related activity:

- Most recent crime data of the PHA's locality (e.g., town, city, parish, county, municipality or other governmental entity) from a recognized source such as local law enforcement or Uniform Crime Reports that lists types and numbers of offences (PHA should indicate the source of the crime data in the application); AND at least one of the following:
  - o Narrative documentation from PHA officials, Resident Advisory Boards or PHA security personnel; OR
  - o Narrative documentation from local Community Policing Organizations; OR
  - o Narrative documentation from local officials (e.g., business council executives, or city council executives).

The Commissioners brought up several areas that they would like to see improvements in. Lighting and security were their biggest concerns. Commissioner Hallman expressed her frustration that the tenants don't attend the board meetings to help discuss solutions. The suggestion of a sub-committee was introduced to further discuss safety issues.

#### **West Side Court Demolition/Disposition**

I have been assigned a Technical Assistance Consultant through a subcontractor of HUD to help analyze the options and hand and move the application forward.

Chairwoman Ferguson indicated that there were resolutions to approve.

#### **Resolution #13-22**      Resolution Approving the Payment of Bills for April 2022

##### Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Tomlin

Roll Call: Unanimous

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. We chatted with the children from the complex that joined us for the meeting.

At 5:50 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner Lanard made a motion and Commissioner Tomlin seconded. All present were in favor.

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Samantha Silvers – Secretary

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Date