

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

July 28, 2022

A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, July 28, 2022. This meeting was held virtually via the Go To Meeting Platform. The meeting was convened at 5:07 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, Commissioner Crystal Hallman, Commissioner Tim Gregory (arrived after roll call), Commissioner Annalisa Moritz, and Executive Director Samantha Silvers. Also present were Solicitor Adam Telsey, Accountant Ralph Polcari, and SHA staff. Commissioner Shalonda Tomlin was absent.

Chairwoman Ferguson asked for a motion to approve the minutes of the May 26, 2022, meeting. Commissioner Lanard made a motion and Commissioner Hallman seconded. Commissioner Moritz abstained. All others present were in favor.

**Financials**

Salem has a consolidated MTD operating profit of \$106,066 and a YTD operating of \$98,146.

Public Housing

Salem has a MTD operating profit of \$114,544 and a YTD operating profit of \$100,912.

1. MTD operating revenues are \$233,812, or \$80,595 better than budget.
  1. Tenant rental revenue is \$43,278, or \$3,472 below budget, as unit months leased (UML) were only 154 out of 180 this month.
  2. Operating subsidy revenue is \$173,455, or \$85,955 above budget, due to HUD's allocation methodology. We mentioned last month that there would be a significant increase in operating subsidy due to HUD's allocation methodology. Based on the current authorized funding in eLoccs, next month's subsidy will be \$100,031.
  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 \$119,268 or \$21,335 better than budget.
  1. Legal expenses are \$6,957, or \$2,790 above budget, due to expenses incurred from both Robinson and Telsey this month
  2. There are no other significant operating expense items to note.

Please note the Authority also had approximately \$50,000 of repairs/improvements from Northeast this month. We've re-classed these payments from expenses to fixed assets.

HCV

Salem has a MTD operating loss of \$8,478 and a YTD operating loss of \$2,766. Salem's HAP revenue of \$8,799 was not enough to cover regular HAP expenses of \$17,594. July's HAP revenue will be \$18,564 based on HUD's most recently released funding schedule.

### **Occupancy**

The occupancy rates remains at 86%. We have been successful in some eviction cases which is reflected in this rate. We are not reoccupying units at Westside Court (WSC) and are transferring some of the worst units at WSC to the new vacancies at Anderson Drive (AD)

### **New Commissioner Introduction**

Annalisa Moritz is a new commissioner on the Board. She introduced herself the other commissioners and staff. Samantha then introduced the everyone to her with a explanation of their roles at the housing authority.

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

Samantha stated that she would like to pursue a bid for the demolition of WSC so that we can establish what the actual current market cost would be. Chairwoman Ferguson made a motion for exploring the cost/competitive bid for contraction demolition. Commissioner Lanard seconded. All present were in favor.

### **Audit**

The audit has been completed with no findings, hard copies have been distributed to the Board. Giampaolo & Associates states, "In our opinion, the Housing Authority of the City of Salem complied, in all material respects, with the compliance requirements referred to the above that could have a direct and material effect on each of its major federal programs..."

Accountant Ralph Polcari gave a brief overview of the audit. He stated that the SHA has a strong financial position. The only recommendations are to increase the occupancy rating and decrease tenant receivables.

Commissioner Moritz asked about the demo of WSC and whether environmental factors have been considered. Chairwoman Ferguson explained that we are not that far into the process at this time. She gave an overview of the application process and indicated where we are at this time.

Chairwoman Ferguson indicated that there were resolutions to approve at this time.

### **Resolution #15-22**      Resolution Approving the Payment of Bills for June & July 2022

#### Roll Call Vote:

Motion: Commissioner Gregory

Second: Commissioner Lanard

Roll Call: Unanimous

### **Resolution #16-22**      Resolution Approving the Budget for Fiscal Year 2022-2023

#### Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Moritz

Roll Call: Unanimous

**Resolution #17-22** Resolution Approving the Audit for FYE 9/30/2021

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Moritz

Roll Call: Unanimous

**Resolution #18-22** Resolution Approving the Capital Fund Program Budget

Roll Call Vote:

Motion: Commissioner Lanard

Second: Commissioner Moritz

Roll Call: Unanimous

**Resolution #19-22** Resolution Approving the Civil Rights Certification

Roll Call Vote:

Motion: Commissioner Moritz

Second: Commissioner Lanard

Roll Call Unanimous

Chairwoman Ferguson asked if there was any old business. Samantha asked about the status of the tenant meetings. Chairwoman Ferguson said she had spoken to Commissioner Tomlin. They are still planning to have the meetings.

Chairwoman Ferguson asked if there was any new business. There was none.

Chairwoman Ferguson asked if there was any public comment. There was none.

At 6:01 pm Chairwoman Ferguson asked for a motion to adjourn the meeting. Commissioner Lanard made a motion and Commissioner Gregory seconded. All present were in favor.

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Samantha Silvers – Secretary

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Date