



John A. Boris, Chairman
Kimberly Driscoll, Vice Chairman
Charity Lezama, Treasurer
Benjamin Shallop, Assistant Treasurer
Sue Kirby

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, APRIL 14, 2021
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

Sue Kirby
Benjamin Winthrop
Charity Lezama
John A. Boris

Absent

Kim Driscoll (Arrived at 6:04 p.m.)

Also Present: Cathy Hoog, Executive Director, Anne Cameron, Executive Assistant, Debra Tucker, Assistant Executive Director, Gary Dean, Director of Maintenance, Jacqueline Guzman, Director of Leased Housing and Maureen Thomas, Director of Public Housing

This Meeting was held via Zoom.

III. Minutes of Previous Meeting(s)

Benjamin Shallop moved to accept the Minutes of the Regular Meeting held on Wednesday, March 10, 2021. Charity Lezama seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Charity Lezama
John A. Boris

Nays

IV. Tenant/Public Engagement

Margot Allison, 28A Federal Street – stated that the link for the Zoom Meeting was hard to find on the City of Salem’s Website.

Cathy Hoog explained exactly how to find the link and where it is posted. She said that it is not posted on the City Calendar.



Allan Hanscom – SATV – Mr. Hanscom also stated that the Zoom Meeting Link was hard to locate.

Cathy Hoog explained that the link is accessible on the Salem Housing Authority's Website and on the City of Salem's Website. She explained where it could be found on both sites and that they could just click on the link and it would bring them right to the meeting.

V. Communications

- March/April 2021 Mass NAHRO Newsletter
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of March 31, 2021)

Kimberley Driscoll – Inquired of Cathy if there were any up coming NAHRO Trainings that the Board could attend via Zoom or Webinar.

Cathy Hoog – said that yes there were and that they have some great training opportunities.

Sue Kirby – what is it that each Board Member wants to learn about?

Kimberley Driscoll – Cathy if you could let us know what Professional Development Opportunities are being offered and the dates, the Board could talk and figures out what is good for everyone.

Cathy Hoog – I absolutely can.

Sue Kirby – asked about the Section 8 Voucher trends relative to how many are being issued, etc. Cathy Hoog and Jacqui Guzman explained the process in detail and how challenging a process it is to issue Section 8 Vouchers. Jacqui said that when 20 Section 8 Vouchers per month are being issued, it is a lot considering the lengthy process to qualify.

Sue Kirby – Thank you.

Sue Kirby – inquired about the modernization projects. Cathy Hoog and Debbie Tucker discussed the projects that Sue had inquired about and answered questions she had.

Kimberley Driscoll – asked about the over housed and under housed transition. She asked how that was moving along.

Cathy Hoog – said that the process has been challenging and that the units need a lot of work. Maureen has been working hard in following through with the process on getting tenants properly housed. Cathy said that the maintenance department has also been working hard in getting the units turned over so kudos to them.

VI. Reports of the Committees

There were no reports of the committees.

VII. Report of the Executive Director

- See attached report of the Executive Director.

VIII. Unfinished Business

- Salem Housing Authority – By-Laws
Cathy asked the Board if after their review they had any additions, suggestions, or comments regarding the SHA By-Laws. There were no changes.

Kimberley Driscoll moved to approve the Salem Housing Authority By-Laws as presented. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Winthrop

Kimberley Driscoll

Charity Lezama

John A. Boris

IX. Recommendations of the Chairman

There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

Cathy Hoog presented to the Board of Directors the Bills and Transfers.

Sue Kirby – asked why stripping and waxing the floors at Charter would fall under a Covid-19 expense.

Cathy Hoog – said that what you can charge as a Covid-19 expense is a very broad list. DHCD has giving us guidelines. Stripping and Waxing is part of cleaning debris from the floor. Paul Pavia, the accountant also assists me in determining what can and cannot

be charged as a Covid-19 expense. Cathy discussed all the things that were purchased relative to making the office Covid-19 compliant.

Sue Kirby – inquired about the Union longevity payments.

Cathy Hoog – explained in detailed how longevity payments work and the difference between the Union and the Administrative longevity payments,

Charity Lezama moved to approve the bills and transfers for the period March 1, 2021 through March 31, 2021 as presented. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Winthrop

Kimberley Driscoll

Charity Lezama

John A. Boris

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses to the Board of Directors. Cathy Hoog stated that the Accountants were just getting caught up and that she was presenting two months of Balance Sheets and Statements of Revenues to the Board for approval.

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Fenton, Ewald & Associates, P.C. for four (4) months ending January 31, 2021. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Winthrop

Kimberley Driscoll

Charity Lezama

John A. Boris

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses.

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Fenton, Ewald & Associates, P.C. for five (5) months ending

February 28, 2021. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Winthrop

Kimberley Driscoll

Charity Lezama

John A. Boris

XI. New Business

Salem Housing Authority – Anti-Fraud Policy

Cathy Hoog presented and discussed the proposed Salem Housing Authority Anti-Fraud Policy to the Board of Directors for approval. Cathy said that the SHA did not have an Anti-Fraud Policy and that the Auditors, Marcum LLP recommended that the SHA create an Anti-Fraud Policy to manage instances of fraud if suspected.

Benjamin Shallop moved to approve the Salem Housing Authority Anti-Fraud Policy as presented. Charity Lezama seconded the motion and the vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Winthrop

Kimberley Driscoll

Charity Lezama

John A. Boris

Appointment of John A. Boris, Chairman for an Additional 3 Year Term to the Community Preservation Committee, City of Salem

Cathy Hoog requested that the Board reappoint John A. Boris to the Community Preservation Committee, City of Salem for an additional 3 Year Term. Mr. Boris' term will expire on May 19, 2021.

Sue Kirby – asked if this was a conflict of interest.

Kimberley Driscoll – she explained to Sue who sits on the Committee and who appoints them and that it was not a conflict of interest in having John Boris as a member of the Community Preservation Committee, City of Salem.

Kimberley Driscoll – Hopefully, monies for infra structure increases for housing. It would behoove us and give us some opportunities for our Federal Projects.

Cathy Hoog – agreed and said that “we are all there for sure”.

Kimberley Driscoll moved to reappoint John A. Boris as the Salem Housing Authority’s representative on the Community Preservation Committee, City of Salem for an additional three (3) year term expiring on May 19, 2024. (seconds the motion and the vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Capital Fund Program – Five Year Action Plan

Cathy Hoog presented and discussed with the Board of Directors. the Capital Fund Program – Five Year Action Plan for approval by the Board of Directors.

Kimberley Driscoll moved to approve the Capital Fund Program – Five Year Action Plan for the years 2021, 2022, 2023, 2024 and 2025 for submission to the Department of Housing and Urban Development. Charity Lezama seconded the motion and vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Collection of Losses – Quarterly Write Offs through March 31, 2021 for State Developments 705, 667 and 200

Cathy Hoog presented the Collection of Losses – Quarterly Write Offs through March 31, 2021 for State Developments 705, 667 and 200.

Sue Kirby moved to approve the write offs through March 31,2021 for State Development 667 in the amount of \$311.02 in accordance with Public Housing Notice 2017-17. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Winthrop

Kimberley Driscoll
Charity Lezama
John A. Boris

Bid for DHCD Project #258153 Retaining Wall Replacement at Bertram Terrace (667-1A)

Cathy Hoog presented to the Board of Directors the Bid for DHCD Project #258153 Retaining Wall Replacement at Bertram Terrace (667-1A).

Kimberley Driscoll moved to accept the lowest responsive and responsible bid of \$29,850.00 from Raffaele c Construction Corporation for DHCD project #258153 Retaining Wall Replacement at Bertram Terrace (667-1A). Charity Lezama seconded the motion and the roll call vote is as follows:

Ayes

Nays

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Kimberley Driscoll said that she is very happy to see this moving along as she knows how challenging the process of modernization jobs can be. Good work, Debbie keeping it moving along.

Bid for DHCD Project #258149 Soffit Replacement at Colonial Terrace (667-2)

Cathy presented to the Board of Directors Bid for DHCD Project #258149 Soffit Replacement at Colonial Terrace (667-2).

Sue Kirby – asked if we have ever used JJS Universal Construction Company.

Debbie Tucker – said that we have not used them, however they were vetted through DHCD and their reference were all good.

Kimberley Driscoll moved to accept the lowest, responsive, and responsible bid of \$38,500.00 from JJS Universal Construction Company for DHCD project #258149 Soffit Replacement at Colonial Terrace (667-2). Charity Lezama seconded the motion and the roll call vote was as follows:

yes

Nays

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Bid for DHCD Project #258117 Selective Concrete Balcony Repairs at Norton Terrace (667-3A and Bates Terrace (667-3B)

Cathy Hoog presented and discussed with the Board of Directors for DHCD Project #258117 Selective Concrete Balcony Repairs at Norton Terrace (667-3A and Bates Terrace (667-3B). Debbie answered any questions the Board Members had for her.

Kimberley Driscoll moved to accept the lowest, responsive, and responsible bid of \$233,420.00 from MJS Construction, Inc. for DHCD project #258117 Selective Concrete Balcony Repairs at Norton Terrace (667-3A) and Bates Terrace (667-3B). Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Change Order #2 for the Window Replacement Project at the Zisson Building, 292 Essex Street

Cathy Hoog presented and discussed with the Board of Directors Change Order #2 for the Window Replacement Project at the Zisson Building, 292 Essex Street. Debbie answered any questions the Board Members had for her.

Charity Lezama moved to approve Change Order #2 for the Window Replacement Project at the Zisson Building, 292 Essex Street in the amount of \$54,698.00 for the replacement of existing deteriorated wood oval windows. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

XII. Other Business/Late Communications

Kimberley Driscoll – said that keeping the tenants/residents informed about modernization projects 2 weeks in advance via notices is very helpful and holding an open house on site and answering any questions the tenants/residents may have.

Debbie Tucker – said that she keeps the tenants/residents informed by sending out weekly notices and it has been going well during Covid.

Discussions: Cathy discussed with the Board Allowance of Tenant-Furnished Utilities and Other Services. Cathy said that we have not had an allowance for water and sewer on our Tenant Furnished Utilities Allowance Schedule but they should be included. Charity Lezama moved to approve the Allowance of Tenant Furnished Utilities and Other Services as presented. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

XIII. Adjournment

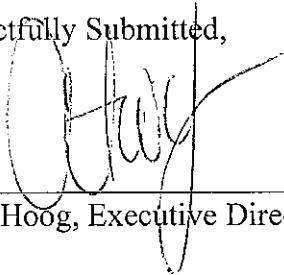
Charity Lezama moved that the Board convene into Executive Session at 6:56 p.m. with respect to discuss the reputation, character physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant