



John A. Boris, Chairman  
Kimberley Driscoll, Vice Chair  
Charity Lezama, Treasurer  
Benjamin Shallop, Assistant Treasurer  
Sue Kirby, Second Vice Chair  
and Tenant Representative

Cathy Hoog, Executive Director

**MINUTES OF THE  
REGULAR MEETING  
WEDNESDAY, AUGUST 11, 2021  
6:00 p.m.**

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

**II. Roll Call**

Present

Sue Kirby  
Benjamin Shallop  
John A. Boris

Absent

Kimberley Driscoll  
Charity Lezama

Also Present: Cathy Hoog, Executive Director, Debbie Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Jaqueline Guzman, Director of Leased Housing and Maureen Thomas, Director of Public Housing.

**III. Minutes of Previous Meeting(s)**

Sue Kirby – I wasn't actually at that meeting. I am not sure if it makes sense for me to vote.

Cathy Hoog – If you are comfortable because you received a copy and read them and feel comfortable to make a vote, I am certain that is okay.

Sue Kirby – Ever since we have been on line, they have been very accurate. They are being transcribed from the recording. I guess I can vouge for that.

Cathy Hoog - If you would like to table it, we can.

Sue Kirby – No.

Benjamin Shallop moved to accept the Minutes of the Special Meeting held on Wednesday, July 7, 2021. John A. Boris seconded the motion and the vote was as follows:

Ayes

Sue Kirby  
Benjamin Shallop  
John A. Boris

Nays



Sue Kirby moved to accept the Minutes of the Regular Meeting on Wednesday, July 14, 2021. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

John A. Boris

#### **IV. Tenant/Public Engagement**

There was no Tenant/Public Engagement.

#### **V. Communications**

- Updated Waitlist
- Correspondence from the Department of Housing & Community Development dated July 16, 2021, to Chairman John A. Boris regarding the High Leverage Asset Preservation Program (HILAPP) Award for Charter Street Development to address the extensive water leakage (667-05) in the amount of \$333,844.
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of July 2021)

#### **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
- Cathy Hoog – I did note that I made an error in an award amount. A significant error in a positive way but other than that not much has changed from last month to this month.
- Sue Kirby – Are we beginning to see some movement the increase in Covid-19 situation that may be coming from the State or the City which may impact how we go forward in the buildings and in the offices? Is there anything new happening?
- Benjamin Shallop – With regard to the Delta Variant?
- Cathy Hoog – yes

- Cathy Hoog – With regard to mask policies, the housing authority will put out a document tomorrow to residents and we will also put out a Robo call informing residents that at this time we are requiring people to wear masks when they come in to the SHA Office to do their business. It is difficult for us to determine who has been vaccinated and who has not. At this point in time, we are hesitant to say that we require residents to wear masks in common areas. We would like to continue to strongly encourage residents to wear masks in common areas. If they feel comfortable or feel strongly about wearing masks than I would encourage that. I am hesitant to say that we are going to require them to wear them in common areas
- Sue Kirby – Is there a difference for those coming into the building as opposed to those who reside in the building?
- Cathy Hoog – yes, people coming into our office for business will be required to wear a mask.
- Sue Kirby – but not the tenants in the building?
- Cathy Hoog – that could change. I feel like we had some pretty significant challenges in monitoring that and there was a significant amount of conflict amongst residents with regard to that. There was a lot of fighting and conflict. I am really hesitant to say that people have to wear masks in the buildings but that could easily change. I am looking at this on a step-by-step basis. We have a lot of people that come in to do business in our management offices. The message I feel comfortable in sending now is encouraging people to mask-up in common areas. I see a lot of people wearing masks and I think people are being more responsible. I think people understand the necessity for wearing their masks than they did when the pandemic first started. This is where we are at right now. This is fluid. Things change month to month, week to week. Things could change again. Safety is our #1 priority. Is there anything you want to add Debbie?
- Debbie Tucker – Cathy is monitoring it day by day. Maintenance will always have masks. If a tenant wants a maintenance person to wear a mask, they will always put one on and for their own protection they may want to wear one as well.
- Cathy Hoog – I think at this point all the maintenance men feel more comfortable wearing them. I have strongly encouraged the maintenance staff as well as our housing inspectors to wear them and they are wearing them. We are stepping things up piece by piece. We are definitely prepared. We have a lot of supplies.
- Benjamin Shallop – Is the overall majority of our staff vaccinated?
- Cathy Hoog – Yes, 98%. When staff are going to the counter to deal with public, they are wearing masks. Within our office environment, staff will mask-up if they want to. I am not requiring it because 98% percent of the staff are vaccinated. If anyone wants to wear their mask, they can certainly wear it. It is a personal choice.

- Sue Kirby – When is the letter going out?
- Cathy Hoog – it will go out tomorrow. This whole thing didn't come with instructions. We have been evaluating and re-evaluating and assessing and re-assessing.
- Sue Kirby - I remember when this pandemic started that there was a lot of information coming from DHCD.
- Cathy Hoog – DHCD has given us much guidance. They are hesitant to tell us what to do because I don't think it is their purview to do that but they give us fantastic guidance. I think something will be coming from DHCD and I think it will be along the lines of do what you think is right for your community. We will see what they put out. Their guidance is always very helpful and generally on point.

#### **VIII. Unfinished Business**

- There was no unfinished business.

#### **IX. Recommendations of the Chairman**

- There was no recommendations of the Chairman.

#### **X. Report of the Treasurer**

##### Bills and Transfers

Cathy Hoog presented the Bills and Transfers for the period July 1, 2021 through July 31, 2021.

Sue Kirby – I see that we have paid a vendor for terminating an alarm contract and I have not seen that before. Is that a big deal? Did we get someone else?

Cathy Hoog – We upgraded the system as it was problematic and expensive. We have had it for some time so there was a clause to get out but there was a cancellation fee which was determined by a formula where we had to pay a certain percentage prorated. It was worth it. We are going to end up saving a very significant amount of money.

Sue Kirby – Did we vote on that? Did we approve anything on that? Usually, we do. I am just wondering why we didn't on this one.

Cathy Hoog – We don't typically present the smaller contracts like that. For things like alarms or copy machine leases. They are considered sound business practice because of the cost. It would not require a board vote.

Sue Kirby – what do we spend in a year?

Cathy Hoog – I would have to get back to you on that.

Debbie Tucker – The Hayden Systems is \$840.00 per year.

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

Ayes

Nays

Sue Kirby

Benjamin Shallop

John A. Boris

#### Balance Sheet and Statements of Revenues and Expenses

Benjamin Shallop moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Fenton, Ewald & Associates, P.C. for nine (9) months ending June 30, 2021. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

John A. Boris

### **XI. New Business**

#### Revision to Reasonable Accommodation Policy

Cathy Hoog presented the revised Reasonable Accommodation Policy to the Board of Directors.

Cathy Hoog – The Housing Authority reached out to our attorney in an effort to modify or consolidate the housing authority’s reasonable accommodation policy as it was lengthy and we were looking to streamline it and make it user friendly. Do you have anything else to add Debbie? Debbie is the officer who manages the Reasonable Accommodation Requests for the housing authority and works closely with our attorney to make sure that we were still in compliance and had everything there that needed to be in the policy. Because changes were made to a policy, we have to present an amended policy to the Board for a Board vote. Feel free to add anything Deb.

Debbie Tucker – You said it perfectly. It is definitely a much more streamlined process than what we currently have. Our original policy is about 18 pages long so we have streamlined it for anyone who is looking for a reasonable accommodation and also in approving them and as Cathy had said the attorney who has seen this policy in legal dealing was in full agreement and we feel it is going to be a much better policy.

Sue Kirby – How often do we get reasonable accommodation requests?

Debbie Tucker – We get them weekly. They can be someone looking for more bedrooms to accommodate a child with ADHD or some other medical condition (Section 8) or in house (owned property) where someone needs a toilet seat adjusted or extra handrails put in. We process many of them.

Discussion ensued between Sue Kirby, Debbie Tucker and Cathy Hoog surrounding the Physician's Certificate part of the Reasonable Accommodation Request and the regulations surrounding a Reasonable Accommodation Request.

Cathy Hoog – Thank you Debbie.

Benjamin Shallop moved to adopt the Salem Housing Authority's revised Reasonable Accommodation Policy as presented. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby  
Benjamin Shallop  
John A. Boris

Nays

Change Order #1, DHCD Project 258117, Concrete Balcony Repair at Norton Terrace (667-3A ) and Bates Terrace (667-3B)

Cathy Hoog presented to the Board Change Order #1, DHCD Project 258117, Concrete Balcony Repair at Norton Terrace (667-3A ) and Bates Terrace (667-3B).

Cathy Hoog – Feel free to take this one. We have had some added costs come up relative to some structural damage while we were completing this project.

Debbie Tucker – This has to do with the concrete balconies at Norton Terrace and Bates Terrace and there were some hidden conditions found where structurally some of the steel had weakened and rusted. These were definitely necessary repairs. We had our construction advisor from DHCD out there as well as Gary Dean, me, the Contractor, and the Architect. This is the time to do it under this project for safety reasons and to complete the job.

Cathy Hoog – Because it was a Change Order it was not part of the original scope. It does require a specific format and Board approval. We cannot avoid doing this because of the safety issue.

Sue Kirby – So, they have to hire a sub-contractor to perform the work?

Debbie Tucker – There was a sub-contractor trade of miscellaneous metals they call it. There is a General Contractor MJS Construction but the metal work is done by this sub-contractor so he is included in this Change Order.

Benjamin Shallop moved to approve Change Order #1, DHCD Project 258117 Concrete Balcony Repair at the Norton Terrace (667-3A) and Bates Terrace (667-3B) in the amount of \$25,346.96 submitted by MJS Construction and approved by Architect Ray Guertin. This Change Order represents unforeseen structural balcony repairs on 2 steel beams and will increase the contract time by thirty (30) days. Sue Kirby seconded the motion and the roll call vote was as follows:

Ayes

Sue Kirby  
Benjamin Shallop  
John A. Boris

Nays

## **XII. Other Business/Late Communications**

John Boris – I have one other comment. As we move forward, getting back to normal meetings, I suggest we have start having discussions and I will talk with Cathy and the Board Members individually to see what the general consensus is as to when we will be back to having our regular meetings.

## **XIII. Adjournment**

Sue Kirby moved that the Board adjourn the Regular Meeting of August 11, 2021, at 6:27 p.m. Benjamin Shallop seconded the motion and the vote was as follows:

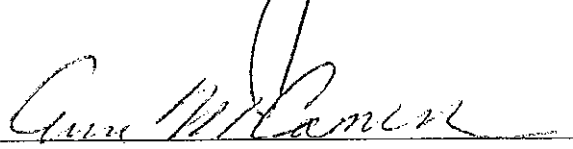
Ayes

Sue Kirby  
Benjamin Shallop  
John A. Boris

Nays

Respectfully Submitted,

  
\_\_\_\_\_  
Cathy Hoog, Executive Director

  
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Anne M. Cameron, Executive Assistant