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Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, JANUARY 10, 2024
6:00 p.m.**

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

II. Roll Call

Present

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Absent

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

III. Minutes of Previous Meeting(s)

Veronica Miranda – She said she wanted to make changes to the December 13, 2023 minutes and if needed confirm with the recording.

1. Page 4 -Veronica Miranda said that she requested that the SHA have a rent reasonableness study done for State Public Housing.
2. Page 10 - Veronica Miranda stated that the Director of Finance would be receiving a \$30,000.00 increase in her salary.
3. Page 16 -Under the use of Pre-2004, Section 8 monies – Veronica Miranda stated that she mentioned using more affordable places such as “Market Basket” or “Edible Arrangements”.

As long as the above are added to the minutes, I am fine with that.

The Board tabled the minutes for the December 13, 2022 regular meeting until the February 2024 meeting no motion taken.



IV. Tenant/Public Engagement

Sue Kirby – Vice Present of the Morency Manor Tenants Organization, Morency Manor, 45 St. Peter Street commented as follows:

1. Sue introduced the new president of the Morency Manor Tenants Organization – Jane Ayers.
2. Sue said that she realized we would be speaking about Pet/Animal Policies and that she would like to add her comments and suggestions during that time.

Ann Fridgen – Bertram Terrace, Salem, MA commented as follows:

1. The Pioneer/Bertram Terrace Tenants Organization recently had an election and they are happy to have someone at the head Cynthia Carr who has property management and housing authority experience.
2. She wants Bertram Terrace to have more equality of concern. She gave the SHA a list of items that needed to be taken care of at Bertram. They did receive new mail boxes. Thank you, Gary. There are still some outstanding issues that we would like to have addressed. That are as follows: rain gutter on Meservy Street and the front door adjustment. Cindy taught her that work orders need to be called in if they want items repaired. I will put some concerns in writing and Cindy is aware of some of the issues. Bertram Terrace is very happy to be included in the Pioneer Terrace Tenants Organization. Bertram Terrace could be really nifty if it received more equality. She stated that she does appreciate what the SHA does for Bertram Terrace. Thank you.

Gary Dean- We did adjust the doors. Do they need to be adjusted again?

Ann Fridgen – Yes

Gary Dean – We also did a lot of gutter work there. Please email me exactly where it is.

Ann Fridgen – The one on Meservy Street where you can look at. It is about to fall off and I think this particular gutter is contributing to flooding in the basement.

Gary Dean – We can also take a look at the basement when we are there.

Gene Collin – Pioneer Terrace, Salem, MA commented as follows:

- When participation is brought up with tenants, there is no follow up with the tenants. We asked at the last 3 meetings. There has to be some form of communication. Please read what your requirements are (By-Laws) and adhere to what is already written. Please read the Regulations. There has been no responses to our written material in the last 2 years. Please at your convenience come up with a solution as to how you are going to respond to tenant participation. Thank you.

Veronica Miranda – Thank you Gene. When you talk about the By-Laws you are referring to the organization’s By-Laws?

Gene Collins – The Housing Authority’s By-Laws. The By-Laws say you are supposed to reach out to the tenants.

Veronica Miranda – Our By-Laws do not require us to reach out to tenants or attend tenant meetings that I am aware of. That is something that the Board Members have talked about in terms of wanting to add the minimum so that we can make sure that our Board Members are engaged with our tenants and they know what is happening. I did want to say at this time that it is important to follow the chain of command when it comes to work orders and things like that. I am always appreciative of tenants coming to these meetings and bringing up issues they have. I think it is incredibly important for us as Board Members to know that those issues are there and also acknowledging and following the chain of command and submitting work orders and encourage neighbors to submit work orders and following up with maintenance. The steps you need to take before coming to the Board, although I appreciate you coming to the Board and raising that.

Gene Collins – Thank you very much. I will do that and I think that is the proper way to do things. The reason why it is being brought to the Board is that it has been brought to the attention of the Board on several occasions both orally and in writing and nothing has been done.

Veronica Miranda – Thank you. Going forward, I would recommend putting everything in writing and if there is anything you want to send to the commissioners, send it by email. We can then have time to look at it before the Board Meeting otherwise you are tossing it on us now and expecting us to respond when we may need more time to process it.

Gene Collins – I am not asking for an immediate response. I am putting it out on the table and asking for a response.

Veronica Miranda – I did receive what you handed me tonight. I will look over that when I get a chance.

Sue Kirby –There is a system in place. We meet once a month with the staff and talk about all of the things that aren't working. We get responses from that right away. My understanding is that it gets to the Board after several stages. The fact that you are listening to people's concerns is hardly because not everyone is aware of the process and how it works. We have had a lot of improvements made over the last 4 years. We have written every one of them down. We don't use this forum to bring the work orders and things like that to the Board. I think having face-to-face meetings once a month where you can follow up is really pretty good and we are lucky to have it. Some authorities only do that every quarter. We have also learned that putting everything in writing is always helpful.

Veronica Miranda -- Thank you.

Debbie Tucker – Assistant Executive Director, Salem Housing Authority – Thank you for those kinds of words because I think it gets portrayed sometimes that we are not responsive and we are. Thank you, Sue, I was going to say the same thing. We have monthly meetings but above and beyond that we have property managers for all properties. If tenants call in, we respond. At any time, we are all approachable and we do have a lot of interaction with many of the tenants.

Veronica Miranda – Okay, I do appreciate those comments. I do think that during public comment, it is really important that we hear from the tenant and we are not refuting what they are saying because it can present to be that we are dealing with the same issues over and over. It can feel like you are being gas lit. I really think that during public comments, comments from staff are not inflammatory (that comment was not inflammatory) but when Gary said to Gene Collins “that is not true” that is an inflammatory comment. That statement can free tensions in the room and when it is public comment we really should not be engaging back and forth too much.

Gary Dean – Sure. It goes both ways too. When someone speaks lies over and over again to you in a public meeting It is toltiatory. Sue, I was going to say that those meetings are very helpful for everyone. We are able to connect and get the major issues at each development because when the LTOs are having their meetings and having their discussion and they bring that to the table each month. It is huge because now we are hearing what the issues are that people are complaining about or stuff that seems small but may end up being bigger and we are able to tackle it in a quicker timeframe and create less of an issue so it is good.

Debbie Tucker –It is hard to sit here and hear things that are not true and at some point, we have to speak up a say this isn't true. It needs to be out there because if we sit here

and say nothing, people may wonder if there is some credence to this. We have to respond.

Veronica Miranda -- Those relationships needs to be had outside of this space.

Carly McClain – I think that if there are remarks made about the staff and the staff are not able to respond, well that would stink and I would think things are falling apart . That dialogue as a Board Members is important. I did not expect to have a whole conversation on work orders and things that were happening on the properties but as I understand it is that we are for a larger overview of the agency and how it moves forward. This conversation is helpful. The back and forth. I also agree that it is not a space for the rest of our evening that we are going to have a back and forth. I might ask if we hear the rest of the comments and move on to the next item agenda.

Veronica Miranda – Exactly.

Gene Collins – I agree with everything that was said and I think that should be a model of how things are done – the monthly meetings or an ideal squad to meet with. I haven't attended a meeting since February. The monthly LTO meetings that Cathy holds.

Veronica Miranda - Thank you for sharing that Gene but we do have to move on. Does anyone else want to add anything to public comment?

Cynthia Carr – Pioneer Terrace, Salem, MA – President of the Pioneer/Bertram Tenants Organization.

I want to add that I am the brand new tenants organization and I have already had my first LTO Zoom Meeting with Debbie, Maureen, Gary, Josh and Cathy and it was very, very instrumental in teaching me how the monthly exchange is going to happen and I have already started a list of things for next month and I have already seen follow-up on some of the issue I had expressed. Just for the record, I saw the water coming up today, I called Anne immediately and within ½ hour we received a Robo call telling everyone that was parked there to move their cars. I have found in my short tenure (9 days), I have found the response time to be fairly quick, especially in an emergency.

Veronica Miranda – Thank you. Is there anyone in this space that would like to add to public comment?

V. Report of the Executive Director

- See Executive Director's Report Attached – January 2024

Cathy Hoog – I want to say thank you to the LTOs. I say it all the time and I will repeat myself. It is a pleasure working with all of you. We cannot be everywhere all of the time so thank you for the participation and the partnerships and relationships have helped us tremendously. We have a lot of units and a lot of properties but never enough time or staff but the relationship and consistent communication has been very powerful in my view. It is something that we feel strongly about and will continue to facilitate. Thank you all for your comments. I also want to give a shout out to our maintenance department. It has been a dicey couple of days and they have done an incredible job. It is a very arduous task to manage the weather situations that we have so thank you, Gary, for managing it so well. I am always concerned and worried when these instances come about and when I talk to Gary the response is always giving me a blow by blow as to everything that the maintenance department is doing. There is a lot that goes into it and I just wanted to acknowledge that and thank you for doing such a good job.

Gary Dean – Thank you.

Cathy Hoog – continued speaking with the Board in reviewing her Executive Director Report in detail. (See attached). This review included questions by the board and answers to those questions by Cathy Hoog.

VI. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Modernization Report, Voucher Report, Family Self-Sufficiency Report Quarterly, Resident Service Coordinator Reports, and Completed Work Orders for Month of December 2023)
- Email dated January 2, 2024 from Cathy Hoog to Veronica Miranda in response to Veronica Miranda's inquiries and topics for Board discussion.

The Executive Director and the Board Members discussed the following topics in email dated January 2, 2024 from Cathy Hoog to Veronica Miranda as listed above:

1. Industry Standards;
2. Staff Retention Rate;
3. FMLA Opt in;
4. Preference Updates;
5. Anti-Poverty Updates
6. Eviction Data;
7. Maintenance personnel;
8. Establishing Policy Committee;
9. Strategy Retreat;
10. Charter Street Parking and accessibility of office

There was lengthy discussion about the above topics between the Executive Director and the Board Members. Questions by Board Members were answered in detail by the Executive Director. The following motion was taken by the Board relative to establishing a policy committee:

Aaron Paternoster moved to establish a policy committee made up of two Board Members to meet on a regular basis determined by members. Carly McClain seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster

Nays

Carly McClain

The Motion carries with Aaron Paternoster and Veronica Miranda servicing on the committee and we will determine times to connect. I will make a note to revisit this when we have a full Board and then if you want to step down or I want to step down we can do that.

VII. Reports of the Committees

There were no reports of the Committees.

VIII. Recommendations of the Chair

There were no reports of the Chair.

IX. Report of the Treasurer

Bills and Transfers

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

Veronica Miranda – Cathy can you bear with me and let me know what sundry administrative costs are?

Cathy Hoog – It is a catch all term for office expenses. Paper, pencil, and other things like that.

Veronica Miranda – Thank you. What does administrative fee mean?

Cathy Hoog – That would be on the balance sheet for Section 8? Section 8 Program receives an administrative fee on a monthly basis. That helps with our operational costs i.e., staffing, benefits, and things like that.

Veronica Miranda – had a question on accrued liabilities where it said accrued compensated absence because the line item is \$92,000.00.

Cathy Hoog – That would be if we were to pay everyone out all of their vacation time that is in the books.

Veronica Miranda – We would be paying out their vacation time if they did not take it?

Cathy Hoog – If an employee left or were terminated. It is considered a liability because we owe it.

Veronica Miranda – Do people typically take their vacations?

Cathy Hoog = It is a mix. They are entitled to it. Sometimes people buy back their vacation. It is an obligation we have. It is a benefit.

Veronica Miranda moved to approve the bills and transfers for the period December 1, 2023 through December 31, 2023 as presented. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Balance Sheet and Statements of Revenues and Expenses through October 31, 2023

Cathy Hoog presented to the Board of Directors Balance Sheet and Statements of Revenues and Expenses through October 31, 2023.

Aaron Paternoster moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for one (1) month ending October 31, 2023. Veronica Miranda seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda

Nays

Carly Mc Clain
Aaron Paternoster

Balance Sheet and Statements of Revenues and Expenses through November 30, 2023

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses through November 30, 2023.

Veronica Miranda moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for two (2) months ending November 30, 2023. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

X. Unfinished Business

Bid – Asphalt Shingle Roof Replacement at the Dalton Building (667-B) EOHLC 258180

Cathy Hoog presented Bid – Asphalt Shingle Roof Replacement at the Dalton Building (667-B) EOHLC 258180. Said bid was tabled last month. Please see attached letter from Osgood Painting & Contracting Services.

Debbie Tucker – This was an agenda item that was tabled last month. We did some investigation and spoke with them. They provided us with a statement. We feel comfortable going forward with this vote.

Carly McClain – I appreciate that you vetted this. I feel comfortable voting in support of it.

Cathy Hoog – We will monitor this project very closely. There are a lot of things that they have to comply with, i.e., certificated payroll. We take that very seriously. I can assure you of that.

Carly McClain – Thank you.

Veronica Miranda moved to accept the lowest responsive and responsible bid of \$42,250.00 from Osgood Painting & Contracting Services for 258180 Asphalt Shingle Roof Replacement at the Dalton Building (667-7B) as reviewed and approved by the

Executive Office of Housing and Livable Communities. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

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Nays

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

XI. New Business

Election of Temporary Treasurer of the Board of Directors of the Salem Housing Authority

Cathy Hoog – The job description of Temporary Treasures involves having a signature stamp that we use for any manual checks that we have to issue. The majority of our payments are issued electronically. We have a check signing policy. We have a signature stamp that we use for any manual checks. In terms of actual time commitment, it is pretty low.

Carly McClain moved to elect Aaron Paternoster as Temporary Treasurer of the Board of Directors of the Salem Housing Authority. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain

Nays

Aaron Paternoster abstained from voting.

Election of Assistant Treasurer of the Board of Directors of the Salem Housing Authority

Veronica Miranda moved to elect Carly McClain as Assistant Treasurer of the Board of Directors of the Salem Housing Authority. Aaron Paternoter seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Check Signers with Alternates

Cathy Hoog – We have had John and Charity and Ben as alternate. So, I think that we would keep it in concert that way and have Carly McClain and Aaron Paternoster. We don't necessarily need an alternate as this point. We would revisit it. I think it is important to have the signers given that we are missing a position on the board.

Aaron Paternoster – What is the difference between check signers and stamping?

Cathy Hoog – Our bank accounts need signers and so having these positions listed as signers on the bank account should we need you to do something there. We never do because staff is also available to do it. The difference is having your name as a signer in case we need it under some unforeseen circumstance. The signature stamp is really one that is more useful in that we have two signatures on all of our manual checks and all of those checks that go out are provided to the Board on a monthly basis.

Aaron Paternoster – I am just wondering why this is separate from the Treasurer.

Cathy Hoog – It really isn't it is just a formality. It has always been that way that the Treasurer and Assistant Treasurer are the signers. It is more a formality for the vote.

Veronica Miranda moved that the following are designated as check signers and alternates:

Check Signer: Aaron Paternoster
Alternate: Carly McClain
Counter Signer: Carly McClain
Alternate: (Vacant)

John A. Boris seconded the motion and the vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Manual Check Signers

Veronica Miranda moved that the following are designated to manually sign checks in the event that the check signature stamp is out of operation: Aaron Paternoster and Carly McClain seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Voucher Signers

Veronica Miranda moved that the following are designated to sign the vouchers for the checks that are signed through the check signature stamp:

Voucher Signer: Aaron Paternoster
Alternate Voucher Signer: Carly McClain

John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Signature Cards for the Salem Five Cents Savings Bank and NorthShore Bank

Cathy Hoog had the newly elected Temporary Treasurer and Assistant Treasurer sign the signatory cards for the Salem Five Cents Savings Bank and the NorthShore Bank.

Cathy Hoog: passed the Salem Five Account application around for the Temporary Treasurer and Assistant Treasurer's signature. The banks will then create signature cards and they may have to come into the office and sign or we could do it electronically. We will also need a copy of your driver's licenses (Carly and Aaron).

New Hire – Maintenance Mechanic I/Laborer (Service Phone)

There were three (3) candidates chosen to be interviewed for the open position of Maintenance Mechanic I/Laborer (Service Phone). Gary Dean, Luis Lopez and Michael Fitzgerald interviewed the three (3) candidates. Cathy will present her candidate of choice.

Cathy Hoog – Board Members this is an internal applicant who is an existing laborer. He applied for a higher position within the Maintenance Department after Jose left to

become a Director of Maintenance. This position was open to members of the shop to apply for and we had one member internally. He has been a wonderful addition to our team and we highly recommend him for hire for this position. One of the hardest working people we know and fabulous to work with. We receive a lot of feedback from the residents appreciating him.

Veronica Miranda moved to make a conditional offer of employment to Jose Alex-Vega Lopez for a full-time position as Maintenance Mechanic I/Laborer (Service Phone) at an hourly rate of \$35.49 with a start date TBD. Carly McCarly seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

New Hire – Maintenance Mechanic I/Laborer I

There were three (3) candidates chosen to be interviewed for the open position of Maintenance Mechanic I/Laborer I. Gary Dean, Luis Lopez and Michael Fitzgerald interviewed the three (3) candidates. Cathy will present her candidate of choice.

Veronica Miranda moved to make a conditional offer of employment to Patric Bishop with a six (6) month probationary period for a full-time position as Maintenance Mechanic I/Laborer I at an hourly rate of \$33.54 with a start date TBD. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test (not marijuana) and a favorable Criminal Offense Record Information (CORI) check. Carly McClain seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Animal Policy

Cathy Hoog presented the Animal Policy to the Board for consideration and approval.

For clarity and ease of use by tenants the SHA combined and modified language from the existing 3 separate Animal Policies (Pet Policy, Service Animal Policy, and Reasonable Accommodation Animal Policy) into one concise and comprehensive Animal Policy.

Veronica Miranda – I would like to open discussion up to the LTOs.

Sue Kirby – commented as follows:

1. She passed the policy out to dog owners.
2. She sees the need to combine the 3 policies.
3. Her two biggest concerns are: all waste will be placed into a receptacle determined by the Salem Housing Authority and the language in the policy surrounding a “Pet Committee.”
4. It would be helpful to post a notice on the bulletin boards that the Pet Committee would help to solve any animal problems or complaints.
5. If there is no pet committee there is no grievance.
6. Informing housing that you have a pet in your unit. Sue doesn’t think this happens.
7. The mechanisms for following this policy are not in place.

Carly McClain – If there were a Pet Committee in place, would that be something you would be comfortable with?

Sue Kirby – Yes.

Carly McClain – I think that when a tenant is going to have an animal in their unit that they need to report it because it is a safety issue. The guests would have the same requirements that the tenants have.

Veronica Miranda – The language is not specific to overnights.

Carly McClain – would it be better to add language that if a tenant were going to have a guest overnight and they have a dog that the guest would have to provide management with the same information?

Veronica Miranda – That language is in our lease. We are responsible for anything that happens in our unit. It would be redundant to add that to the policy.

Lengthy discussion continued relative to the Animal Policy between the Board Members, Staff and the LTOs.

Veronica Miranda - It may be worth reviewing this policy in the Policy Committee or calling other experts in the City.

Cathy Hoog – We have great existing policies in place it can be delayed as long as necessary. Our intent was to make things easier not more difficult.

Carly McClain moves to continue the Animal Policy approval until further discussion by the Policy Committee and further discusses and emails and questions and comments to

the Salem Housing Authority. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly McClain
Aaron Paternoster

Nays

Certificate of Final Completion and Application for Payment No. 2 (Final) in the amount of \$16,800 for EOHLIC Project No. 258174 ARPA Common Area Painting at 667-2, 667-3B, 667-5, 667-6, and 667-7B

Cathy Hoog will present the Final Completion and Application for Payment No. 2. In the amount of \$16,800.00 to the Board of Directors for consideration and approval.

Veronica Miranda moved to approve the Certificate of Final Completion and Application for Payment, no 2 (final) in the amount of \$16,800.00 for EOHLIC project 258174 ARPA Common Area Painting at 667-2, 667-3B, 667-5, 667-6, and 667-7B as submitted by Louis Kouloris d/b/a Lou's Cape Ann Painting. Carly McClain seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Certificate of Substantial Completion for the Roof Replacement at 5 Barton Square project effective December 15, 2023

Cathy Hoog presented to the Board of Directors the Certificate of Substantial Completion for the Roof Replacement at 5 Barton Square project effective December 15, 2023.

Cathy Hoog – This is a very expensive project. We were funded by the City of Salem CPA funds in the amount of \$250,000.00 because our federal project is limited in reserves. It was important for us to seek alternate methods to pay for this very expensive roof. It was over \$450,000.00. The company did a great job.

Veronica Miranda moved to accept the Certificate of Substantial Completion for the Roof Replacement at 5 Barton Square project effective December 15, 2023 as determined by

the Architect, Andrew M. Brockway & Associates, and accepted by W.P.I. Construction Inc., the Contractor. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Collection of Losses – Write Offs Through 12/31/23 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 12/31/23 per Public Housing Notice 2017-17.

Veronica Miranda – What are the right offs?

Cathy Hoog – When someone leaves their unit and has unpaid rent for a number of different reasons, we would write it off. In certain circumstances, we would send it to collections. If someone was deceased, we do not collect.

Veronica Miranda moved to approve write offs through June 30, 2023 for State Development 667 in the amount of \$25,136.14 pursuant to Public Housing Notice 2017-17. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

The Barton Square Condominium and the 288 Essex Street Condominium Certificates of Election and/or Appointment Pursuant to Chapter 400 of the Acts of 1992 as Amending M.G.L. c.183 A.

Cathy Hoog, Executive Director informed the Board that her position as Trustee of the Barton Square Condominium and the 288 Essex Street Condominium will be expiring on January 27, 2024. Cathy will ask the Board to appoint her as Trustee of the Barton Square Condominium and the 288 Essex Street Condominium.

Cathy Hoog – Traditionally, the Executive Director has served as a Trustee on the

Condominium. The term is up and it is a three-year term. We would need to vote to have me continue this term through January 2027. The housing authority owns unit #2 which is comprised of 16 units and we have an 85% interest in the condominium. The other condominiums are private and have a 15% interest. It is important to have someone sit as a trustee.

John A. Boris moved to appoint Cathy Hoog as a trustee to represent the Salem Housing Authority for Barton Square Condominium Trust for a term of years commencing January 28, 2024 and expiring on January 27, 2027 in accordance with the Barton Square Condominium Trust Agreement dated the 5th day of January 1982, Article III, Section 3.2. Veronica Miranda seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Veronica Miranda moved to appoint Cathy Hoog as a trustee to represent the Salem Housing Authority for 288 Essex Street Condominium Trust for a term of t three years commencing January 28, 2024 and expiring on January 27, 2027 in accordance with the 288 Essex Street Condominium Trust dated the 5th day of January 1982, Article III, Section 3.2. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

XII. Other Business/Late Communications

There was no other business or late communications.

XIII. Adjournment

John A. Boris moved that the Board adjourn the Regular Meeting of January 11, 2024 at

8:36 p.m. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Carly Mc Clain
Aaron Paternoster

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant