



HOUSING AUTHORITY OF THE CITY OF SALEM

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

January 18, 2024

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, January 18, 2024. The meeting was convened via Zoom at 6:11 p.m. Adam Telsey, Solicitor, Board of Commissioners read the Sunshine Law notification indicating the Sunshine Law had been met, properly posted, and advertised. Solicitor Adam Telsey swore in newly appointed Tenant Commissioner Dawn Johnson.
- II. **Roll Call:** Attorney Telsey announced the roll call. Present were Chairwoman Annalisa Moritz, Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis and Commissioner Dawn Johnson. Also present were Adam Telsey, Solicitor, Board of Commissioners Karen M. Upshaw, Executive Director, and Ralph Polcari, Fee Accountant.

Absent: Vice Chairman Akmad Nichols and Commissioner Destiny Wood.
- III. **Approval of Minutes:** A motion to approve minutes for the Board Meeting held on December 18, 2023. The motion was made by Commissioner Joyce Lewis and seconded by Chairwoman Annalisa Moritz. Commissioner Dawn Johnson abstained. The minutes were approved.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Chairwoman Annalisa Mortiz

Roll Call: 4 in favor; 1 abstention; 1 absent

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz		X	X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis	X		X			
Commissioner Wood			X			
Commissioner Johnson					X	

- IV. **Election of Chair and Vice Chair:** A motion was made by Commissioner Joyce Lewis to nominate Annalisa Moritz as the Chairwoman. This motion was seconded by Commissioner Kiersten Henson. The motion was approved by all present.

A motion was made by Chairwoman Annalisa Moritz to nominate Akmad Nichols as Vice Chairperson. The motion was seconded by Commissioner Kiersten Henson. The motion was approved by all present.

V. **Public Comments/Questions:**

Danyeale Rome: resides at 94 West Side Court, stated that she has mold in her unit, a hole in her ceiling, cabinets in kitchen are falling off, has a roach infestation, hole under her sink, tiles on the floor are coming off, there is a bullet hole in her unit, and requested that her mail be placed in the mailbox. She also complained about the excessive trash around the complex. Mrs. Rome requested that the damages in her unit be fixed immediately.

Director Upshaw stated she will send someone to evaluate the mold and other problems in the unit. She also mentioned that we are in the process of obtaining new mailboxes since most of the mailboxes are damaged. She further explained that have been placing the mail in the resident's door.

Kirah Jarrett: resides at 60 West Side Court, stated she is a victim in an active crime and complained about her mail being placed on her unit's door. She mentioned, that is very dark behind her unit and that more lighting should be placed around the back of the complex. Mrs. Jarrett also questioned about the new truck that was purchased for the maintenance department. She also mentioned that maintenance staff is very disrespectful towards the tenants.

Commissioner Johnson mentioned that the reason why the housing authority had to purchase a new truck for the maintenance department is because we currently have one employee who is managing three different properties, and it would be very difficult for him to move from complex to complex on foot.

Director Upshaw mentioned that several units have been fixed. Currently, three (3) units are being fixed by our Construction company.

Denise McCants: 61 West Side Court, complained about her mail being placed on her unit's door. She also mentioned that the maintenance staff had left her unit's door open and that she is not happy with the way the maintenance staff treats the residents. She requested that Keith not return to her unit. She added that she has a crack on her ceiling sealed with rubber, and the floor tiles are coming up. She mentioned the trash around her complex and the lighting. She requested a screen door for her unit.

Director Upshaw mentioned that she plans to purchase new mailboxes soon. In addition, she shared that a company was cleaning around the complex; but, due to funding issues we had to cancel the cleanings for now but hopefully will resume soon.

Commissioner Johnson mentioned that at times when she drives around the units she have noticed that the dumpsters are not full, however the problem is that tenants are placing the trash around the dumpsters instead of placing the trash directly inside the dumpster. She suggested that the residents work together with the office to keep the complex free of trash.

Vanessa Santiago: 26 S. Front talked about the trash around the complex as well. She added that the electrical outlets in the unit are not working and the wires are loose. The hot water gets too hot. She complained about the maintenance staff walking inside units without permission. She stated the doors don't work properly.

- VI. **Report of the Executive Director:** Executive Director Karen Upshaw mentioned her goals for the year 2024. She hopes that we will be able to finalize access to all budgets to achieve the following:

Lighting and Roofs- She mentioned that she has obtained estimates for lighting and roof replacements for West Side Court and Anderson Drive.

Playground for Anderson Drive- Funds have been budgeted.

Mailboxes- West Side Court and Anderson Drive.

New Hires- She plans to hire two (2) maintenance employees.

Liaisons- She is trying to obtain a grant from HUD to help assist with keeping the community clean.

Trainings- She would like to have seminar/webinars on housekeeping.

Boilers Anderson Drive- Currently there are heat issues at Anderson Drive because some of the boilers need to be replaced. Two (2) have been replaced and two (2) more will be replaced with the next two (2) weeks.

Leasing- She plans to lease vacant units at Broadway Towers. Flooring has been replaced in two (2) units. Work is being done at three (3) units at West Side Court by contractor. The units had flooding and mold issues.

Transfers- She added approximately eight (8) families have been transferred from deplorable conditions to more sanitary conditions. She takes pictures of the renovated units in order to keep a record of the condition of the units after they have been fixed. She has been placing the pictures on the resident's folder.

VII. Resolutions for Consideration:

Resolution No. 1 of 2024 Resolution Electing a Chair

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz			X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis	X		X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 2 of 2024 Resolution Electing a Vice Chair

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis			X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 3 of 2024 Resolution Appointing Karen M. Upshaw Secretary/Treasurer

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Chairwoman Annalisa Moritz

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz		X	X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis	X		X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No.4 of 2024

Resolution Establishing a Personnel Committee

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Joyce Lewis

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis		X	X			
Commissioner Wood			X			
Commissioner Johnson			X			

Chairwoman Annalisa Moritz made a motion to nominate **Commissioner Joyce Lewis and Commissioner Kiersten Henson** to be part of the **Personnel Committee**. The motion was seconded by Commissioner Joyce Lewis and all present approved.

Resolution No. 5 of 2024

Resolution Establishing a Finance Committee

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis			X			
Commissioner Wood			X			
Commissioner Johnson			X			

Chairwoman Annalisa Moritz made a motion to nominate **Commissioner Joyce Lewis, Commissioner Dawn Johnson and Vice Chairman Akmad Nichols** to be part of the **Finance Committee**. The motion was seconded by Commissioner Kiersten Henson and all present approved.

Resolution No. 6 of 2024

Resolution Designating Elmer Times Company the Preferred Newspaper

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Joyce Lewis

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis		X	X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 7 of 2024

Resolution Establishing the 2024 Regular Meeting Schedule

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Joyce Lewis

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis		X	X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 8 of 2024

Resolution Adopting HUD’s Civil Rights Annual Certification and Board Resolution

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis			X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 9 of 2024

Resolution Appointing a Fund Commissioner for the JIF

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis			X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 10 of 2024

Resolution Authorizing the Executive Director to Execute an Agreement with Telsey Law for Legal Services

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis			X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 11 of 2024

Resolution Authorizing the Executive Director to Execute an Agreement with Telsey Law for Landlord/Tenant Legal Services

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Joyce Lewis

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis		X	X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 12 of 2024

Resolution Authorizing the Executive Director to Execute an Agreement with Michael A. Armstrong & Associates, LLC to Serve as Special Counsel

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Commissioner Joyce Lewis

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis		X	X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 13 of 2024
Agreement with

**Resolution Authorizing the Executive Director to Execute an
 Giampaolo & Associates for Auditing Services**

Roll Call Vote:

**Motion: Chairwoman Annalisa Moritz
 Second: Commissioner Kiersten Henson**

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis			X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 14 of 2024

**Resolution Authorizing the Executive Director to Execute an
 Agreement with Polcari & Co. for Fee Accountant Services**

Roll Call Vote:

**Motion: Commissioner Joyce Lewis
 Second: Chairwoman Annalisa Moritz**

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz		X	X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis	X		X			
Commissioner Wood			X			
Commissioner Johnson			X			

Resolution No. 15 of 2024

Resolution Approving the Payment of Bills

Roll Call Vote:

**Motion: Chairwoman Annalisa Moritz
 Second: Commissioner Joyce Lewis**

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz	X		X			
Commissioner Nichols						X
Commissioner Henson			X			
Commissioner Lewis		X	X			
Commissioner Wood			X			
Commissioner Johnson			X			

- VIII. **Old Business:** Director Upshaw mentioned she sent a letter to William Jackson thanking him for his years of service.
- IX. **New Business:** Chairwoman Annalisa Moritz discussed the illegal dumping at West Side Court. She explained that outside residents are dumping their trash in our dumpster due to the cost of trash pickup in Salem. She requested ideas on how to avoid outside residents to continue to use our dumpsters to dump their trash.

Director Upshaw recommended the municipality check who is not purchasing the trash stickers in order to find out who is illegally dumping trash in our dumpsters.

Chairwoman Moritz recommended looking over the dumpster contract to see if we should consider moving the dumpsters. Also, perhaps signage that there is surveillance, and you are subject to prosecution for illegal dumping.

There was additional discussion on the matter, including individual trash cans for each unit and a gated community concept. Director Upshaw will look into the overall cost.

- X. **Adjournment:** A motion to adjourn the meeting was made at 7:42 p.m.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Moritz			X			
Commissioner Nichols						X
Commissioner Henson		X	X			
Commissioner Lewis	X		X			
Commissioner Wood			X			
Commissioner Johnson			X			