

The Housing Authority of the City of Salem

Resolution No. 1 of 2024

**Resolution Electing the Chair of the Board of Commissioners**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA principal office is located at 205 Seventh Street, Salem, New Jersey as established by the By-Laws; and,

**WHEREAS**, the SHA By-Laws require the Board of Commissioners to elect among themselves a Chair to serve for one year or until their successor is elected and qualified the duties as outlined in the SHA By-Laws; and,

**WHEREAS**, the candidate for Chair shall have served for one (1) year prior as a Commissioner with an attendance record of not less than 75%; and,

**WHEREAS**, the candidate for Chair cannot serve for a fourth term in any one office.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS THAT IS HEREBY ELECTED CHAIR:**

Annalisa Moritz

	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			

The Housing Authority of the City of Salem

Resolution No. 2 of 2024

**Resolution Electing the Vice Chair of the Board of Commissioners**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA principal office is located at 205 Seventh Street, Salem, New Jersey as established by the By-Laws; and,

**WHEREAS**, the SHA By-Laws require the Board of Commissioners to elect among themselves a Vice Chair to serve for one year or until their successor is elected and qualified the duties as outlined in the SHA By-laws; and,

**WHEREAS**, the candidate for Vice Chair shall have served for one (1) year prior as a Commissioner with an attendance record of not less than 75%; and,

**WHEREAS**, the candidate for Vice Chair cannot serve for a fourth term in any one office.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS THAT IS HEREBY ELECTED VICE CHAIR:**

Akmad Nichols

	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			

The Housing Authority of the City of Salem

Resolution No. 3 of 2024

**Resolution Appointing the Secretary-Treasurer**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA principal office is located at 205 Seventh Street, Salem, New Jersey as established by the By-Laws; and,

**WHEREAS**, the SHA By-Laws require the Board of Commissioners to appoint the Executive Director as the Secretary-Treasurer who shall have general supervision over the business and affairs of the SHA subject to the direction of Board of Commissioners as set forth in the By-Laws; and,

**WHEREAS**, the Board of Commissioners have appointed Karen M. Upshaw as the Executive Director.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS THAT KAREN M. UPSHAW IS HEREBY APPOINTED SECRETARY-TREASURER.**

	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			

The Housing Authority of the City of Salem

Resolution No. 4 of 2024

**Resolution Establishing A Personnel Committee**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA would like to establish a standing committee, i.e., Personnel Committee, which shall review, oversee, and make recommendations concerning personnel matters it believes is in the best interest of the SHA, however, the Personnel Committee shall not have the authority to take any action which is binding upon the SHA without a majority vote of the SHA Board of Commissioners present; and,

**WHEREAS**, the Personnel Committee shall consist of three (3) SHA Board Commissioners who shall be appointed upon the passage of this resolution and thereafter at the annual reorganization meeting by an affirmative vote of a majority of SHA Board of Commissioners present for said meeting or as soon thereafter as possible;

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT:**

1. A Personnel Committee for the SHA is hereby established which shall review, oversee, and make recommendations concerning financial matters it believes is in the best interest of the SHA, however, the Personnel Committee shall not have the authority to take any action which is binding upon the SHA without a majority vote of the Board of Commissioners present.
2. The following two (2) SHA Board of Commissioners are hereby appointed to the Personnel Committee and have received a majority vote of the SHA Board of Commissioners present for said meeting.

1. Joyce Lewis

2. Kiersten Henson

	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			

The Housing Authority of the City of Salem

Resolution No. 5 of 2024

**Resolution Establishing A Finance Committee**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA would like to establish a standing committee, i.e., Finance Committee, which shall review, oversee, and make recommendations concerning financial matters it believes is in the best interest of the SHA, however, the Finance Committee shall not have the authority to take any action which is binding upon the SHA without a majority vote of the SHA Board of Commissioners present; and,

**WHEREAS**, the Finance Committee shall consist of three (3) SHA Board Commissioners who shall be appointed upon the passage of this resolution and thereafter at the annual reorganization meeting by an affirmative vote of a majority of SHA Board of Commissioners present for said meeting or as soon thereafter as possible;

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT:**

1. A Finance Committee for the SHA is hereby established which shall review, oversee, and make recommendations concerning financial matters it believes is in the best interest of the SHA, however, the Finance Committee shall not have the authority to take any action which is binding upon the SHA without a majority vote of the Board of Commissioners present.
2. The following three (3) SHA Board of Commissioners are hereby appointed to the Finance Committee and have received a majority vote of the SHA Board of Commissioners present for said meeting.

1. Joyce Lewis
2. Dawn Johnson
3. Akmad Nichols

	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			

The Housing Authority of the City of Salem

Resolution No. 6 of 2024

**Resolution Designating the ELMER TIMES COMPANY the Preferred Newspaper for the Housing Authority of the City of Salem**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA Board of Commissioners desires to select a local newspaper to post its advertisements; and,

**WHEREAS**, the Elmer Times Company newspaper is local.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS THAT Elmer Times Company is designated the preferred newspaper for advertisements.**

	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			

The Housing Authority of the City of Salem

Resolution No. 7 of 2024

**Resolution Establishing the 2024 Regular Meeting Schedule for  
the Housing Authority of the City of Salem Board of Commissioners**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA By-Laws require the Board of Commissioners to meet monthly on the third Thursday of the month; and,

**WHEREAS**, the Board of Commissioners desires that the schedule of regular monthly meetings be published in the Elmer Times Company newspaper and sent to the City Clerk of the City of Salem. All meetings will be held at 6:00 p.m. as follows:

January	18	July	18
February	15	August	15
March	21	September	19
April	18	October	17
May	16	November	21
June	20	December	19

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS will meet every third Thursday at 6:00 p.m.**

	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			

The Housing Authority of the City of Salem

Resolution No. 8 of 2024

**Resolution Adopting HUD Form 50077-CR Civil Rights Certification-  
Annual Certification and Board Resolution**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the Department of Housing and Urban Development (HUD) requires the SHA to certify it complies with various laws regarding fair housing, and in particular, civil rights as it relates to fair housing; and,

**WHEREAS**, HUD has created FORM 50077-CR that requires housing authorities to adopt annually certifying compliance.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS THAT IT HEREBY ADOPTS FORM 550077-CR as its Civil Rights Certification.**

	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			



The Housing Authority of the City of Salem

Resolution No. 9 of 2024

**Resolution Appointing a Fund Commissioner for the Joint Insurance Fund for the Fund Year 2024**

**WHEREAS**, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

**WHEREAS**, the SHA is a member of the New Jersey Public Housing Joint Insurance Fund; and,

**WHEREAS**, the bylaws of said Fund require that each member of the Housing Authority appoint a FUND COMMISSIONER to represent and serve the Authority as its’ representative to said Fund.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM BOARD OF COMMISSIONERS** does hereby appoint **Karen M. Upshaw** as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2024.

	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			

The Housing Authority of the City of Salem

Resolution No. 10 of 2024

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

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) advertised for Legal Services under the New Jersey Public Contracts Law; and,

**WHEREAS**, pursuant to the N.J.S.A 40A-11-1 et. seq. said services were advertised within the local newspaper; and,

**WHEREAS**, one (1) proposal was received from Telsey Law and,

**WHEREAS**, the hourly rate is as follow:

1. \$195.00 per hour for calendar year 2024-2025; and,

**WHEREAS**, pursuant to N.J.S.A. 40 A11-1 et e.g., SHA has sixty (60) days to make an award; and,

**WHEREAS**, the recommendation is to award the legal services to Telsey Law.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT:**

1. One (1) proposal was received from Telsey Law.
2. The Executive Director is hereby authorized to execute a professional service contract with Telsey Law as well as any other documentation required for this contract, on behalf of the SHA.

	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			

The Housing Authority of the City of Salem  
Resolution No. 11 of 2024

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

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) advertised for Landlord Tenant Services under the New Jersey Public Contracts Law; and,

**WHEREAS**, pursuant to the N.J.S.A 40A-11-1 et. seq. said services were advertised within the local newspaper; and,

**WHEREAS**, one (1) proposal was received from Telsey Law; and,

**WHEREAS**, the hourly rate is as follow:

1. \$195.00 per hour for calendar year 2024-2025; and,

**WHEREAS**, pursuant to N.J.S.A. 40 A11-1 et e.g., SHA has sixty (60) days to make an award; and,

**WHEREAS**, the recommendation is to award the Landlord Tenant legal services to Telsey Law.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF  
THE CITY OF SALEM THAT:**

1. One (1) proposal was received from Telsey Law.
2. The Executive Director is hereby authorized to execute a professional service contract with Telsey Law as well as any other documentation required for this contract, on behalf of the SHA.

	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			

The Housing Authority of the City of Salem  
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**

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) advertised for Special Counsel under the New Jersey Public Contracts Law; and,

**WHEREAS**, pursuant to the N.J.S.A 40A-11-1 et. seq. said services were advertised within the local newspaper; and,

**WHEREAS**, one (1) proposal was received from Michael A. Armstrong & Associates, LLC and,

**WHEREAS**, the hourly rate is as follow:

1. \$175.00 per hour for calendar year 2024-2025
2. \$50.00 Paralegal per hour calendar year 2024-2025; and,

**WHEREAS**, pursuant to N.J.S.A. 40 A11-1 et eg., SHA has sixty (60) days to make an award; and,

**WHEREAS**, the recommendation is to award Special Counsel Legal Services to Michael A. Armstrong & Associates, LLC.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF  
THE CITY OF SALEM THAT:**

1. One (1) proposal was received from Michael A. Armstrong & Associates, LLC.
2. The Executive Director is hereby authorized to execute a professional service contract with Michael A. Armstrong & Associates, LLC as well as any other documentation required for this contract, on behalf of the SHA.

	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			

The Housing Authority of the City of Salem  
Resolution No. 13 of 2024

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

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) advertised for Auditing Services under the New Jersey Public Contracts Law; and,

**WHEREAS**, pursuant to the N.J.S.A 40A-11-1 et. seq. said services were advertised within the local newspaper; and,

**WHEREAS**, one (1) bid was received from Giampaolo; & Associates; and,

**WHEREAS**, the annual cost is Eleven Thousand Four Hundred and Sixty-Five (\$11,465.00). Estimated Total hours 63 and an hourly rate of \$215(planning and review) and \$315 (system testing and reports); and,

**WHEREAS**, pursuant to N.J.S.A. 40 A11-1 et e.g., SHA has sixty (60) days to make an award; and,

**WHEREAS**, the recommendation is to award the Auditing services to Giampaolo & Associates:

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF  
THE CITY OF SALEM THAT:**

1. One (1) bid was received from Giampaolo & Associates.
2. The Executive Director is hereby authorized to execute a professional service contract with Giampaolo & Associates. as well as any other documentation required for this contract, on behalf of the SHA.

	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			

The Housing Authority of the City of Salem

Resolution No. 14 of 2024

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

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) advertised for Fee Accounting Services under the New Jersey Public Contracts Law; and,

**WHEREAS**, pursuant to the N.J.S.A 40A-11-1 et. seq. said services were advertised within the local newspaper; and,

**WHEREAS**, one (1) bid was received from Polcari & Co; and,

**WHEREAS**, the annual cost is Thirty-Six Thousand (\$36,000) payable in monthly installments of \$3,000 for calendar year 2024-2025; and,

**WHEREAS**, pursuant to N.J.S.A. 40 A11-1 et eg., SHA has sixty (60) days to make an award; and,

**WHEREAS**, the recommendation is to award the Fee Accounting services to Polcari & Co.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF  
THE CITY OF SALEM THAT:**

1. One (1) bid was received from Polcari & Co.
2. The Executive Director is hereby authorized to execute a professional service contract with Polari & Co. as well as any other documentation required for this contract, on behalf of the SHA.

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

The Housing Authority of the City of Salem

Resolution No. 15 of 2024

**Resolution Approving the Payment of Bills for the  
Housing Authority of the City of Salem**

**WHEREAS**, the City of Salem Housing Authority has incurred bills for the months of December of 2023 and January 2024; and,

**WHEREAS**, the Board of Commissioners have reviewed the attached list of invoices and charges for services rendered.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SALEM THAT** the attached list of invoices and charges incurred are authorized and approved for payment. The designated Board of Commissioners are authorized to sign the checks.

	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			