



HOUSING AUTHORITY OF THE CITY OF SALEM

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

February 15, 2024

- I. A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, February 15, 2024, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened via zoom meeting at 6:05 p.m. Adam Telsey, Solicitor, Board of Commissioners read the Sunshine Law notification indicating the Sunshine Law had been met, properly posted, and advertised.
- II. **Roll Call:** Attorney Telsey announced the roll call. Present were Chairwoman Annalisa Moritz, Vice Chairman Akmad Nichols, Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis, Commissioner Destiny C. Wood and Commissioner Dawn Johnson. Also present were Adam Telsey, Solicitor, Board of Commissioners Karen M. Upshaw, Executive Director and Ralph Polcari, Fee Accountant.
- III. **Correspondence:** Executive Director Karen Upshaw presented two items. The first item was a letter that came from HUD indicating that the Housing Authority of the City of Salem is a high performer for the Section 8 Program. The second item was an email received from the Emergency Security and Safety Grant. The grant was awarded in September 2023 however, funds have not been received. She added she believes the funds will be received soon.
Director Upshaw congratulated Commissioner Henson and her family on the birth of her son.
- IV. **Public Comments/Questions:** Councilman Jamal Long was present at this meeting and asked how do residents report their maintenance issues to the Authority. Director Upshaw explained that residents call, leave a message or stop by the office with any concerns. Councilman Long stated that they often receive complaints from our residents regarding the maintenance of the properties. He also suggested working together to ensure that the resident's requests are being properly documented and met. He specifically mentioned that one (1) received by City Council was a person that had no heat for two (2) years. Director Upshaw requested the address in question so she can check on the matter. She further explained that when the contractors visit any of the units the scope of work and unit number is documented in the bill. She stated four (4) of the boilers at Anderson Drive have been replaced, to date, and that when a resident's heating goes out, a portable heater is provided until the heat is fixed. Charwoman Moritz thanked Councilman Long for bringing his concerns to their attention.

V. **Report of the Executive Director:** Executive Director Upshaw explained that cameras are being installed at West Side Court. She added that a total of nine (9) cameras have been installed thus far. She also shared illegal dumping of trash is a concern. She explained the City of Salem has been informed of this issue and Code Enforcement will handle the situation by issuing a ticket to those who are illegally dumping trash. Another area of concern is the lighting at West Side Court. She stated the contractor Northeast Electrical suggested changing the current light fixtures to LED lights. Tentatively, the cost may be approximately \$1,700 per building. Regarding Anderson Drive, Director Upshaw stated four (4) new boilers have been installed by GE Mechanical. She added cameras will be installed at Anderson Drive after the contractor has finished installing the cameras at West Side Court. The new pump station that d is up and running. In addition to Anderson Drive and West Side Court, she shared new heaters were installed at Broadway Towers where needed, one (1) elevator was out of service for a couple days but it is now operating, SEBCO provided a new wash machine, and, Salem County Adult Day Care hosted an event for the seniors. They played Bingo and learned about the services provided by Salem County Adult Day Care. All in attendance enjoyed themselves.

Fee Accountant, Ralph Polcari, mentioned that we are still waiting on the funding from the operating budget. The process is taking a little longer than expected, but we are hoping to receive the funds in the following week. He also mentioned that we have received some insurance reimbursement regarding pertaining to three (3) units.

VI. **Resolutions for Consideration:**

Resolution No. 16 of 2024 **Resolution Authorizing the Executive Director to Execute the Risk Management Consultants Agreement with William R. Mints Insurance Agency**

Roll Call Vote:

Motion: Chairwoman Moritz
Second: Commissioner Henson

Roll Call: Unanimous

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

Resolution No. 17 of 2024

Resolution Authorizing the Executive Director to Reject the Bid Received from SDN Air Group Corporation for HVAC Services

Roll Call Vote:

**Motion: Chairwoman Moritz
Second: Vice Chairman Nichols**

Roll Call: Unanimous

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

There was a brief discussion on the matter; Director Upshaw explained that the company failed to provide a copy of their New Jersey business registration.

Resolution No. 18 of 2024

Resolution Authorizing the Executive Director to Execute an Agreement for HVAC Services with G.E. Mechanical, LLC

Roll Call Vote:

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

Roll Call: Unanimous

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

Resolution No. 19 of 2024

Resolution Authorizing the Executive Director to Reject IT and Management Services Proposal from Wintsec Technology of NJ DBA Networks Plus

Roll Call Vote:

Motion: Chairwoman Moritz

Second: Commissioner Wood

Roll Call: Unanimous

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

Resolution No. 20 of 2024

Resolution Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Lewis

Second: Vice Chairman Nichols

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

VII. Old Business:

Director Upshaw mentioned that once we receive our funding, she will be ordering new mailboxes for the residents. We have been hand delivering all the residents mail, except for one resident who requested to pick up her mail in the office. She added that the estimated cost will be approximately \$20,000 for both West Side Court and Anderson Drive.

Chairwoman Moritz asked about the condition of the mailboxes. Director Upshaw stated that several of the mailboxes are damaged and unsecure, therefore, the Post Office refuses to deliver mail until we get the mailboxes replaced.

VIII. New Business: None.

IX. Adjournment: A motion to adjourn the meeting was made at 6:47 p.m.

Roll Call Vote:
Motion: Chairwoman Moritz
Second: Commissioner Johnson

Roll Call: Unanimous

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