



# HOUSING AUTHORITY OF THE CITY OF SALEM

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

March 25, 2024

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, March 25, 2024, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened via zoom meeting at 6:14 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:** Solicitor Telsey announced the roll call. Present were 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, Karen M. Upshaw, Executive Director, Ralph Polcari, Fee Accountant and Mayor Jody Veler.

**Absent:** Chairwoman Annalisa Moritz

- III. **Correspondence:** Executive Director, Karen Upshaw, presented a notice received from the City of Salem water department which will be distributed to all our residents. The notice explains the standard and condition of the drinking water in Salem. The notice further explains there are some issues with the water which should be resolved by August 2024. The second correspondence she mentioned was from the New Jersey National Association of Housing and Redevelopment. The organization is hosting another conference on April 28, 2024 through May 1, 2024.

There was a motion made by Commissioner Joyce Lewis to open the meeting to the public Vice Chairman Akmad Nichols seconded the motion. The motion was approved by all present.

No one present from the public spoke. Commissioner Joyce Lewis made a motion to close the public portion of the meeting. Vice Chairperson Akmad Nichols seconded the motion. The motion was unanimously approved by all present.

- IV. **Public Comments/Questions:** There was a brief presentation by Claudia Bitran the Director of Planning from Thriven Design hired by the City of Salem as the Planner for the Neighborhood Choice Grant that was awarded by HUD. She wanted to present to the Board of Commissioners some of the responsibilities of the Housing Authority as it relates to the Neighborhood Grant. She further explained what will be expected from the partnership with the Housing Authority and the City of Salem. The Neighborhood Choice Grant is available through HUD to help communities with public housing sites which are in distress. The Choice

Grant will help with the redevelopment and transformation of the West Side Court Complex. There are two stages on the grant; one is the planning component and second is the implementation component of the grant. Once the planning part of the grant is completed, they will apply for the implementation grant which will allow for the demolition and reconstruction of the West Side Court. Thriven Design would like to set up a few meetings with the residents of West Side Court. They will need all the residents to respond to a survey which will be conducted by their firm.

There were some questions and a brief discussion on the presentation, and it was suggested that Claudia return for a second presentation to explain further and answer some questions. Adericka Selby, a resident, asked who she can contact regarding some concerns she has. Director Upshaw provided her contact information.

- V. **Report of the Executive Director:** Director Upshaw also shared there was a fire in a vacant unit; no one was injured, nor any were adjacent units damaged by the fire. However, there was severe water and smoke damage on the second floor of the unit. There was a fire investigation, and a tip was received on who may have started the fire. The unit damages were reported to the JIF.

VI. **Resolutions for Consideration:**

**Resolution No. 21 of 2024 Resolution Authorizing Executive Director to Execute An Agreement with Management Computer Services, Inc. for Usage of Software for the Waitlist Portal**

**Roll Call Vote:**

**Motion: Commissioner Lewis  
Second: Commissioner 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. 22 of 2024**      Resolution Authorizing Executive Director to Execute An Agreement with ServPro Salem County for the Clean Out of 104/106 West Side Court

**Roll Call Vote:**

**Motion: Commissioner Lewis**  
**Second: Commissioner 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			

There was a brief discussion on the matter; Vice Chairman Nichols expressed that he will be inspecting each unit after ServPro is done with the repairs.

**Resolution No. 23 of 2024**      Resolution Authorizing Closed Session

**Roll Call Vote:**

**Motion: Commissioner Lewis**  
**Second: Commissioner 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. 24 of 2024**

**Resolution Approving the Payment of Bills**

**Roll Call Vote:**

**Motion: Vice Chairman Nichols**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

VII. **Old Business: None**

VIII. **New Business:** Adam Telsey asked whether the board members would consider expenditure authority for the Executive Director. He further inquired whether the Executive Director has authority to enter into contracts without the board’s approval. He asked that the board members consider granting the Executive Director a threshold on contracts without Board approval because it would take longer for some work to get done. The solicitor suggested placing a monetary limit on the expenditure limit of \$17,500 which is the current bid threshold. There was a brief discussion on the matter. A motion was made by Vice Chairman Akmad Nichols and seconded by Commissioner Joyce Lewis that the Executive Director will have an expenditure limit of \$17, 500 per contract without board approval. The motion was unanimously approved by all present.

**Roll Call Vote:**

**Motion: Vice Chairman Nichols**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

IX. **Adjournment:** A motion to adjourn the meeting was made at 7:11 p.m.

**Roll Call Vote:**

**Motion: Vice Chairman Nichols**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

	<b>Motion</b>	<b>Second</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Chairwoman Moritz</b>						<b>X</b>
<b>Commissioner Nichols</b>	<b>X</b>		<b>X</b>			
<b>Commissioner Henson</b>			<b>X</b>			
<b>Commissioner Lewis</b>		<b>X</b>	<b>X</b>			
<b>Commissioner Wood</b>			<b>X</b>			
<b>Commissioner Johnson</b>			<b>X</b>			