



# HOUSING AUTHORITY OF THE CITY OF SALEM

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

April 27, 2023

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, April 27, 2023, at the Broadway Towers Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened at 5:07 pm. Adam Telsey, Solicitor, Board of Commissioners read the sunshine 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, Commissioner Hallman, Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis. Absent was Vice Chairman Akmad Nichols.  
Also present were Adam Telsey, Solicitor, Board of Commissioners, Karen M. Upshaw, Interim Executive Director, Laurie Frisby, Assistant Property Manager, and members of the public.
- III. **Correspondence:** In the Board packet.
- IV. **Public Comments/Questions:** Rebecca Ferguson welcomed Karen Upshaw. In addition, she inquired whether Commissioner Hallman had completed required courses.
- V. **Report of Interim Executive Director:** Thanked the Board of Commissioners for the opportunity to serve and addressed resolutions on the agenda. (Report attached to the minutes).
- VI. **Resolutions for Consideration:**  
**Resolution No. 3 of 2023** Resolution Authorizing the Interim Executive Director to Execute the Risk Management Consultants Agreement with William R. Mint Insurance Agency

### 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 Hallman			X			
Commissioner Henson		X	X			
Commissioner Lewis			X			

**Resolution No. 9 of 2023**

**Resolution Authorizing the Interim Executive Director to Execute An Addendum Agreement for Additional Accounting 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 Hallman			X			
Commissioner Henson			X			
Commissioner Lewis	X		X			

**Resolution No. 13 of 2023**

**Resolution Authorizing the Interim Executive Director to Execute An Agreement for Fire Alarm and Life Safety Monitoring**

**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 Hallman			X			
Commissioner Henson			X			
Commissioner Lewis	X		X			

**Resolution No. 14 of 2023**

**Resolution Authorizing the Interim Executive Director to Execute An Agreement for Telephone Service**

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz Ferguson**

**Second: Commissioner Kiersten Henson**

**Roll Call: Unanimous**

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

**Resolution No. 15 of 2023**

**Resolution Authorizing the Interim Executive Director to Execute A Certificate of Title**

**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 Hallman			X			
Commissioner Henson			X			
Commissioner Lewis		X	X			

**Resolution No. 16 of 2023**

**Resolution Authorizing Agreement for Postage Meter 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 Hallman			X			
Commissioner Henson		X	X			
Commissioner Lewis			X			

**Resolution No. 17 of 2023**

**Resolution Approving Payment of Bills**

**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 Hallman			X			
Commissioner Henson		X	X			
Commissioner Lewis			X			

VII. **Old Business:**

- A. Plumbing at West Side Court and Anderson Drive is in poor condition- The consultant engineering company, Bryson & Yates, that has been assisting the housing authority has recommended two (2) options:
  - 1. Decommission the dry well, reuse the current wet well, and install new submersible pumps, controls, enclosure, and force main bypass connection at an approximate cost of \$250,000.00 to \$300,000.00. Additional soft cost of \$80,000.00 for Bryson & Yates to prepare the bid, inspection, and administer the construction; or,
  - 2. GE Mechanical proposal of \$115,000.00 to replace the pumps with dry pit submersible pumps with cutting rotors (grinders) and controls to be mounted on a rack at ground level. An additional cost of \$20,000.00 if Bryson & Yates are chosen to administer construction and inspection services.
- B. Cameras- Eagle Eye Technology works for the City of Salem and the Library. The Board needs to determine its focus or concern. It is necessary to have a cloud base storage system for the cameras because footage must be maintained 180 days.
- C. Trash Hauling Resolution- Waste Management Resolution No. 7 was tabled because there was no explanation why the company increased its cost \$20,000.00.

VIII. **New Business:**

- A. Bids were submitted for Exterminating Services and Small Contractors, i.e., HVAC, Plumbing and Electrical. The outcome will be determined by next meeting.
- B. Edmunds will no longer host websites. The services will end July 31<sup>st</sup>. A proposal has been received from Revize for \$10,000.00.

IX. **Adjournment:** A motion to adjourn was made at 7:10 p.m.

**Roll Call Vote:**

**Motion: Commissioner Joyce Lewis**

**Second: Chairwoman Annalisa Moritz**

**Roll Call: Unanimous**

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