

The Housing Authority of the City of Salem

Resolution No. 7 of 2023

Resolution Approving An Agreement For Trash Hauling Services

WHEREAS, The Housing Authority of the City of Salem (SHA), a public body created and organized pursuant to and in accordance with the provisions of the laws of the State of New Jersey desires to award a contract for trash hauling services at its locations; and,

WHEREAS, the SHA received only one proposal for said services; and,

WHEREAS, Waste Management of Ewing, New Jersey submitted the lowest responsible bid in the amount of \$92,330.00 for 2023-2024 and \$99,716.00 for 2024-2025; and,

WHEREAS, the contract is for the period beginning February 1, 2023-January 31, 2024, with a second-year optional contract for the period beginning February 1, 2024-January 31, 2025;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD of COMMISSIONERS OF THE CITY OF SALEM HOUSING AUTHORITY THAT the Interim Executive Director is authorized to enter into and execute an agreement with Waste Management of Ewing, New Jersey.

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

The Housing Authority of the City of Salem

Resolution No. 35 of 2023

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY
OF
THE CITY OF SALEM
TO ENTER INTO A CONTRACTUAL AGREEMENT FOR AN
EXECUTIVE DIRECTOR
CONTINGENT UPON NJ DEPARTMENT OF COMMUNITY AFFAIRS (DCA)
REVIEW AND APPROVAL

WHEREAS, pursuant to NJ Administrative Code § 5:44-3.1 (a), The Housing Authority or redevelopment agency shall appoint and employ an individual as executive director, who shall be its secretary. The Executive Director shall serve at the pleasure of the board (a); and,

WHEREAS, the Housing Authority of the City of Salem (SHA) hired an Executive Consultant to complete an executive search for said position; and,

WHEREAS, the executive search was advertised in the Public Housing Authorities Directors Association (PHADA) and the Elmer Times; and,

WHEREAS, resumes were received, reviewed, and discussed with the SHA personnel committee; and,

WHEREAS, the personnel committee is recommending Karen M. Upshaw be appointed as the Executive Director for the SHA contingent upon DCA approval and review;

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

1. The Personnel Committee recommends Karen M. Upshaw, Esquire shall be appointed as Executive Director contingent upon The Department of Community Affairs, review, and certification.
2. All employment contractual agreements shall be written after review and certification of appointment from the Department of Community Affairs.

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

The Housing Authority of the City of Salem

Resolution No. 36 of 2023

**RESOLUTION AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR
TO ENTER INTO AN AGREEMENT WITH ATLANTIC CITY ELECTRIC
FOR THREE PHASE COMMERCIAL SERVICE AT
THE
ANDERSON DRIVE DEVELOPMENT**

WHEREAS, the Housing Authority of the City of Salem (“SHA”) entered into an emergency contract with GE Mechanical to replace and upgrade the wastewater pump system at Anderson Drive development; and,

WHEREAS, GE Mechanical has determined it would be a savings to the SHA to have three phase commercial electrical service at the Anderson Drive development as opposed to the single phase commercial electrical service currently shared at all its Anderson Drive structures; and,

WHEREAS, it is determined the three phase commercial electrical service will be a lesser burden on the mechanical systems; and,

WHEREAS, Atlantic City Electric has provided a proposal dated July 5, 2023 to perform the work for \$6,612.00, and,

WHEREAS, the SHA has the funds necessary to change the commercial service.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS of the Housing Authority of the City of Salem that the Interim Executive Director is hereby authorized to enter into a contract with Atlantic City Electric in the amount of \$6,612.00 to perform the services as provided in its proposal dated July 5, 2023.

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

The Housing Authority of the City of Salem

Resolution No. 37 of 2023

2023 HOUSING AUTHORITY BUDGET RESOLUTION

FISCAL YEAR: October 01, 2023 to September 30, 2024

WHEREAS, the Annual Budget for the Housing Authority of the City of Salem for the fiscal year beginning October 01, 2023 and ending September 30, 2024, has been presented before the governing body of the Housing Authority of the City of Salem at its open public meeting of July 20, 2023; and,

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,650,400.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,201,696.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and,

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$140,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and,

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and,

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Housing Authority of the City of Salem, at an open public meeting held on July 20, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Salem Housing Authority for the fiscal year beginning October 01, 2023 and ending September 30, 2024, is hereby approved; and,

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and,

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of the City of Salem will consider the Annual Budget and Capital Budget/Program for Adoption on August 24, 2023.

(Secretary's Signature)

(Date)

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

The Housing Authority of the City of Salem

Resolution No. 38 of 2023

**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 June/July of 2023; 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	X			
Commissioner Henson			X			
Commissioner Lewis			X			