



# HOUSING AUTHORITY OF THE CITY OF SALEM

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

June 8, 2023

- I. A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, June 8, 2023, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened at 6:13 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, and Commissioner Joyce Lewis. 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; however, Interim Executive Director Upshaw stated a copy of a flyer was included in the packet announcing a seminar to be hosted by Franklin Bank on Monday, June 12, 2023 at 11:00 a.m. at Broadway Towers. The flyer has been given announcing the new date for the Salem Family Festival. The new date is June 24, 2023. The fliers are in English and Spanish.
- IV. **Public Comments/Questions:**
  1. Sandra Williams, resident of Broadway Towers: expressed her concerns regarding the elevators, lights, and heating issues.
  2. Dawn Johnson, resident of Broadway Towers, expressed her concerns regarding the safety of the building. She stated the front door is left open and sometimes the side doors are open and there should be an alarm to alert the residents. She also needs light in her closet. Laurie Frisby shared that Millville Housing Authority had taken some steps to investigate the security of the doors.
  3. Shirley Sease, resident of Broadway Towers, expressed her concerns regarding the windows in her apartment can't open because they have been painted. She needs more lights in the hallways.

Chairwoman Moritz thanked all residents for their concerns and had a brief discussion regarding the restructure of the Housing Authority of the City of Salem. She encouraged and welcomed them to return for future meetings.

- V. **Report of Interim Executive Director:** Interim Executive Director Upshaw explained the proper procedure when handling the residents’ concerns and the measures that are being taken to correct them. In addition, she reviewed the resolutions that were on the agenda, as well as various important topics that included: Maintenance staff, WC Anderson Pump Station-GE Mechanical presentation, repairs, quotes for branch removal, background checks, vacancies, vehicle purchased from Millville Housing Authority and the repairs needed for the vehicles, insurance payment due for the JIF, shootings at WC Anderson, fire alarm monitoring, roof leaks, unit transfers, renovations, community room use application, memorandum sent to the residents of WC Anderson Drive regarding children climbing electrical boxes, and the Pet Policy.
- Interim Executive Director Upshaw also presented the Board of Commissioners with a proposal from Eagle Eye for their review regarding security cameras. Finally, she shared the results of the 2023 Audit its’ findings and recommendations. She introduced GE Mechanical representatives: Rob Kane and RJ Bernardini. They gave a presentation on the pumps located at WC Anderson Drive and shared various issues with the pump located at WC Anderson Drive and went over the proposal packet provided to the commissioners. There was some discussion.

VI. **Resolutions for Consideration:**

**Resolution No. 18 of 2023**      **Resolution Authorizing the Hiring a Temporary Executive Director**

**Roll Call Vote:**

**Motion: Chairwoman Moritz**

**Second: Commissioner Henson**

**Roll Call: Unanimous**

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

**Resolution No. 19 of 2023**

**Resolution Rejecting E&G Exterminators, Inc. Bid**

**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			

**Resolution No. 20 of 2023**

**Resolution Awarding Pest Control Contract and Authorizing the Interim Executive Director to Execute an Agreement with Corbett Exterminating**

**Roll Call Vote:**

**Motion: Chairwoman Moritz**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

**Resolution No. 21 of 2023**

**Resolution Authorizing Interim Executive Director to Execute an Agreement with Rivell**

**Roll Call Vote:**

**Motion: Chairwoman Moritz**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

**Resolution No. 22 of 2023**

**Resolution Authorizing Interim Executive Director to Execute an Agreement with South Jersey Web Design**

**Roll Call Vote:**

**Motion: Chairwoman Moritz**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

**Resolution No. 23 of 2023**

**Resolution Authorizing Interim Executive Director to Execute an Agreement with Siemens Industry for Fire Alarm Inspection, Testing And Emergency Services**

**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 Lewis			X			

**Resolution No. 24 of 2023**

**Resolution Authorizing Interim Executive Director to Execute an Agreement with National Tenant Network**

**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 Lewis			X			

**Resolution No. 25 of 2023**

**Resolution Authorizing Interim Executive Director to Execute an Agreement with Advance Enviro Systems**

**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 Lewis			X			

**Resolution No. 26 of 2023**

**Resolution Rejecting Proposals for HVAC and Electrical Services**

**Roll Call Vote:**

**Motion: Commissioner Henson**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

**Resolution No. 27 of 2023**

**Resolution to Authorize Search for Executive Director**

**Roll Call Vote:**

**Motion: Commissioner Henson**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

**Resolution No. 28 of 2023**

**Resolution Approving the Payment of Bills**

**Roll Call Vote:**

**Motion: Chairwoman Moritz**

**Second: Commissioner Lewis**

**Roll Call: Unanimous**

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

**VII. Old Business:**

1. Interim Executive Director Upshaw stated that Resolution No. 7 of 2023 for the trash hauling services is still tabled since the February meeting. She hopes to have the answer to Chairwoman Moritz's question by next meeting so the resolution may be on the June 22<sup>nd</sup> Agenda.

2. Chairwoman Moritz had a brief discussion regarding the commissioner's certification classes at Rutgers.

**VIII. New Business:**

Commissioner Lewis made some suggestions regarding hiring new maintenance staff.

**IX. Adjournment:** A motion to adjourn was made at 7:42 p.m.

**Roll Call Vote:**

**Motion: Commissioner Joyce Lewis**

**Second: Commissioner Kiersten Henson**

**Roll Call: Unanimous**

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