

The Housing Authority of the City of Salem

Resolution No. 18 of 2023

RESOLUTION AUTHORIZING THE HIRING OF A TEMPORARY DIRECTOR

WHEREAS, The Housing Authority of the City of Salem (“SHA”), is a public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey; and,

WHEREAS, the SHA is in need of a Temporary Director due to the departure of the Millville Housing Authority who previously acted as Executive Director of the SHA pursuant to a Shared Services Agreement; and,

WHEREAS, the SHA would like to hire a Temporary Director to oversee the day to day activities of the SHA until such time as a permanent Executive Director is hired;

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

1. Karen M. Upshaw shall be hired as a Temporary Director for the SHA, retroactively effective as of April 1, 2023.
2. The terms and conditions of employment of Karen Upshaw are set forth in an employment contract which has been approved by the SHA and executed by all parties.

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

The Housing Authority of the City of Salem

Resolution No. 19 of 2023

Resolution Rejecting E&G Exterminators, Inc. Bid

WHEREAS, the Salem City Housing Authority (“SHA”) requested bids, under Local Public Contracts Law, for pest control services; and,

WHEREAS, the SHA received multiple bids in response to the request for bid; and,

WHEREAS, the bid submitted by E&G Exterminators, Inc. was incomplete for the following reasons:

- a. Failure to submit Quality Control Program, including checklist
- b. Failure to submit consumer information sheet and sample decal for posting
- c. Failure to submit list of 2 areas to bait in apartments
- d. Failure to submit list of bed bug treatment references
- e. Failure to submit copy of bed bug inspection form
- f. Failure to submit proof of NESDCA accredited canine bed bug scent detection team
- g. Failure to submit intensive treatment form
- h. Failure to submit follow up treatment form
- i. Failure to submit resident preparation instructions for bed by treatment and copy of management/maintenance preparation instructions for bed bug treatment
- j. Failure to submit quality control inspection form for bed bug treatments
- k. Failure to submit 3 heat treatment references
- l. Failure to submit management/maintenance preparation instructions
- m. Failure to submit Quality Control inspection form for heat treatments
- n. Failure to submit list for heat treatments
- o. Failure to submit sample of report to document all pest related conditions in apartments.

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

The bid received from E&G Exterminators, Inc. is rejected for failure to comply with the bid specifications.

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

The Housing Authority of the City of Salem

Resolution No. 20 of 2023

Resolution Awarding Pest Control Contract And Authorizing the Interim Executive Director to Execute An Agreement With Corbett Exterminating

WHEREAS, the Housing Authority of the City of Salem (“SHA”) requested bids, under Local Public Contracts Law, for pest control services; and,

WHEREAS, the SHA received two bids in response to the request for bids; and,

WHEREAS, the bid received from E&G Exterminator, Inc. was rejected by the SHA; and,

WHEREAS, Corbett Exterminating was therefore the lowest responsible bidder and provided a yearly cost for all services for 2023-2024 and 2024-2025 in the amount of \$11,814.00.

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

1. The bid received from Corbett Exterminating is accepted.
2. The Interim Executive Director is hereby authorized to execute a service contract with Corbett Exterminating, as well as any other documentation required for this contract, on behalf of the SHA.

	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. 21 of 2023

Resolution Authorizing the Interim Executive Director to Execute An Agreement with Rivell

WHEREAS, the Housing Authority of the City of Salem, desires to maintain an internal IT network system for its offices; and,

WHEREAS, Rivell Technology Simplified has provided said services for several years; and,

WHEREAS, the Housing Authority of the City of Salem desires to maintain consistency of service;

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 sign an agreement with Rivell Technology Simplified to provide an internal information technology network system for its offices.

	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. 22 of 2023

Resolution Authorizing the Interim Executive Director to Execute An Agreement with South Jersey Web Design

WHEREAS, the Housing Authority of the City of Salem (SHA) has a website that is hosted by Edmunds; and,

WHEREAS, Edmunds has notified SHA that it no longer will host its website effective July 31, 2023; and,

WHEREAS, South Jersey Web Design has submitted a proposal to host SHA’s website.

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 authorized to sign an agreement with South Jersey Web Design to host the Housing Authority of the City of Salem website.

	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. 23 of 2023

Resolution Authorizing the Interim Executive Director to Execute An Agreement With Siemens Industry for Fire Alarm Inspection, Testing and Emergency Services

WHEREAS, the Housing Authority of the City of Salem, desires to have the fire equipment tested and inspected as well as repaired and/or replaced if necessary; and,

WHEREAS, Siemens Industry, Incorporated has maintained testing, inspection, and emergency services for the Housing Authority of the City of Salem for said equipment for several years.

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 authorized to sign the Service Agreement for Inspection, Testing, and Emergency Services with Siemens Industry, Incorporated.

	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. 24 of 2023

Resolution Authorizing the Interim Executive Director to Execute An Agreement With National Tenant Network

WHEREAS, the Housing Authority of the City of Salem (SHA) desires to conduct background checks on participants of both Public Housing and the Housing Choice Voucher programs; and,

WHEREAS, SHA has the need to hire employees when vacancies arise; and,

WHEREAS, it is important to conduct background checks for potential participants and potential employees; and,

WHEREAS, National Tenant Network has provided a proposal to perform said services.

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 authorized to sign the Service & Subscription Agreement with National Tenant Network for conducting background checks for potential participants and employees.

	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. 25 of 2023

Resolution Authorizing the Interim Executive Director to Execute An Agreement with Advanced Enviro Systems

WHEREAS, the Housing Authority of the City of Salem (SHA) utilizes a trash compactor at its Broadway Towers location; and,

WHEREAS, the maintenance is currently contracted with Advanced Enviro Systems for the hydraulic tank, lubrication of parts, and general operation of the compactor; and,

WHEREAS, SHA desires to continue the maintenance with Advanced Enviro Systems.

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 authorized to sign an agreement with Advanced Enviro Systems for three (3) years.

	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. 26 of 2023

Resolution Rejecting Proposals for HVAC and Electrical Services

WHEREAS, the Housing Authority of the City of Salem (“SHA”) used the competitive contracting process, pursuant to N.J.S.A. 40A:11-4.1 et seq., in order to obtain HVAC and Electrician services; and,

WHEREAS, competitive contracting is not available for those services and the SHA must use the standard bidding process as set forth in N.J.S.A. 40A:11-3; and,

WHEREAS, the SHA must therefore reject all proposals submitted for HVAC and Electrical work and use the standard bidding process instead.

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

All proposals received for HVAC and Electrical services are hereby rejected and the SHA shall use the standard bidding process in order to obtain those services.

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

The Housing Authority of the City of Salem

Resolution No. 27 of 2023

Resolution To Authorize Search for Executive Director

WHEREAS, the Housing Authority of the City of Salem (“SHA”) is in need of an Executive Director and has until August 1, 2023 to appoint such; and,

WHEREAS, the SHA would like its Personnel Committee to lead the search for an Executive Director and screen candidates that it would recommend to fill the position; and,

WHEREAS, the SHA and the Personnel Committee shall adhere to the requirements set forth in N.J.S.A. 40A:12A-18 and N.J.A.C. 5:44-3.1 with respect to the process for advertising for an Executive Director and to determine the minimum qualifications of an Executive Director.

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

The Personnel Committee is hereby authorized and directed to begin the search for Executive Director candidates.

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

The Housing Authority of the City of Salem

Resolution No. 28 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 March, April, May and June 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 CITY OF SALEM HOUSING AUTHORITY 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			
Commissioner Henson			X			
Commissioner Lewis		X	X			