



# HOUSING AUTHORITY OF THE CITY OF SALEM

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

September 25, 2023

- I. A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Monday, September 25, 2023, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened at 6:30 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 and Karen M. Upshaw, Executive Director.
- III. **Approval of Minutes:** A motion was made by Commissioner Joyce Lewis to table the approval of board meeting minutes for April 27<sup>th</sup>, June 8<sup>th</sup> and June 22<sup>nd</sup> for the next scheduled board meeting. The motion was seconded by Commissioner Kiersten Westley-Henson and approved by all present.

**Roll Call Vote:**

**Motion: Commissioner Joyce Lewis**

**Second: Commissioner Kiersten Westley-Henson**

**Roll Call: Unanimous**

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

- IV. **Correspondence:** Executive Director Upshaw informed the Commissioners she prepared a memorandum for them. Within the memorandum, she stated it is her understanding that the Housing Authority of the City of Salem has been awarded the Emergency Safety and Security Grant for the approximate \$14,700.00 that was within the EagleEye proposal. She further stated a SAM.gov account is required. She plans to establish an account by Friday. Once the account is established, she believes we will have access to the monies. In addition, she mentioned approximately five (5) families have been transferred from units that are not in the best condition to units that are newer or updated. Executive Director Upshaw also shared that she met with MRC Recreation Company (MRC) regarding playground equipment for Anderson Drive. Fifty thousand (\$50,000) has been budgeted for the next fiscal year commencing October 1<sup>st</sup> for the equipment. MRC is creating a design for the playground equipment. She hopes not to pay more than \$30,000.00 to ensure the playground equipment is appreciated and more equipment may be added late.

Two (2) locations have been identified for consideration. Once the design etchings have been rendered, the residents will be given copies for their input.

Next, she stated on September 21<sup>st</sup> she and Commissioner Joyce Lewis met with Khoa Nguyen, HUD Division Director regarding the Take Action notice that was received in June 2023 indicating our agency is substandard regarding our management of how slow we were leasing our units. He met with us regarding the Take Action Plan. The Take Action Plan entails five (5) findings: (1) We have to turn around the waiting list; (2) We must have an effective ACOP (Admissions and Continual Occupancy Procedures) that we follow; (3) We need to reduce our long-term vacancies that are over 180 days and categorize the vacant units that are being renovated due to severe damage; (4) We must have an efficient vacancy turnaround time for vacant units; (5) We must have accurate and timely designations in the HUD PIC system. She has hired a contractor that will help accomplish compliance.

All findings must be completed by June 1, 2024. However, a few findings must be completed by February 2024.

Executive Director Upshaw shared that she, Commissioner Joyce Lewis, and Board Solicitor, Adam Telsey met with Olga Pomar and four (4) tenants from West Side Court. One (1) tenant was transferred to a new unit on Anderson Drive.

She further a 2019 Nissan Frontier was purchased on August 28<sup>th</sup>; and there is another title issue with Millville Housing Authority. She received the title for a gold Ford Wagon. She stated SHA has a silver Ford Wagon. She believed that all five (5) vehicles at our shop were already owned by SHA. She will determine options to sell or auction the vehicles because they are inoperable.

The last item she discussed was the ongoing clean up at West Side Court and Anderson Drive. She hired DO IT ALL Company to clean three (3) days a week. The cost is \$650.00 per week. The company has been doing a good job; but she notified them their services will not be needed after October 14<sup>th</sup> based upon the cost. Her goal is to commence a liaison program whereby the residents will help keep the community clean.

V. **Public Comments/Questions:** Kelly Irving from EnerConnex, A South Jersey Industry Company, made a brief statement regarding the resolution for cost savings on our electric bill. The company has been the energy supplier for SHA for ten (10) years since June 2013.

VI. **Report of the Executive Director: See Correspondence.**

VII. **Resolutions for Consideration:**

**Resolution No. 42 of 2023**

**Resolution Authorizing Executive Session-Placed on Hold.**

**Resolution No. 43 of 2023**

**Resolution Authorizing the Executive Director to Execute an Agreement for Plumbing Services with JJM Plumbing Company**

**Roll Call Vote:**

**Motion: Commissioner Kiersten Westley-Henson  
Second: Chairwoman Annalisa Moritz**

**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. 44 of 2023**

**Resolution Authorizing the Executive Director to Execute an Agreement for Electrical Services with Northeast Electrical Services, LLC**

**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 Henson			X			
Commissioner Lewis	X		X			

**Resolution No. 45 of 2023**

**Resolution Authorizing the Executive Director to Execute an Agreement for HVAC Services with Mack Mechanical, LLC**

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz  
Second: Commissioner Joyce 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. 46 of 2023**

**Resolution Authorizing Renewal of Membership In the New Jersey Public Housing Authority Joint Insurance Fund**

**Roll Call Vote:**

**Motion: Commissioner Kiersten Westley-Henson**

**Second: Commissioner Joyce 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. 47 of 2023**

**Resolution Authorizing the Executive Director to Execute an Agreement with EnerConnex a SJI Company for Savings on Electrical Costs**

**Roll Call Vote:**

**Motion: Commissioner Kiersten Westley-Henson**

**Second: Commissioner Joyce Lewis**

There was a brief discussion on the matter; Chairwoman Annalisa Moritz inquired what the savings has been. Kelly Irving explained that last year savings was around \$6,500 averaging \$500 a month in savings. Executive Director Upshaw added that there was no upfront cost with EnerConnex because they are a broker and Constellation will pay EnerConnex any fees.

**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. 48 of 2023**

**Resolution Authorizing Payout of Thirteen and A Half Vacation Days for Laurie Frisby**

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz**

**Second: Vice Chairman Akmad Nichols**

There was a brief discussion regarding the vacation day policy payout.

**Roll Call: Unanimous**

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

**Resolution No. 49 of 2023**

**Resolution Approving the Payment of Bills**

**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 Henson			X			
Commissioner Lewis	X		X			

**Resolution No. 50 of 2023**

**Resolution Recommending the Removal of Board Commissioner Mickie Kornegay**

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz**

**Second: Vice Chairman Akmad Nichols**

There was a brief discussion regarding the bylaws requirement for meeting attendance.

**Roll Call: Unanimous**

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

VIII. **Old Business:**

1. Chairwoman Annalisa Moritz mentioned that now Laurie is no longer with the agency residents have a clear and concise way to bring complaints so they are heard. Executive Director Upshaw stated that the position has been posted on Indeed and she has received several applicants. She is looking for someone that has HUD experience. She wants to ensure everyone knows the procedure when Commissioners are approached.

2. Executive Director Upshaw inquired of Commissioner Akmad Nichols if the information regarding the extermination chemicals was sufficient and whether he needed additional information or does he prefer to speak with the company. He wants to speak with the company. Executive Director Upshaw will set up a meeting.

IX. **New Business:** Solicitor Adam Telsey mentioned the next meeting is October 23<sup>rd</sup> at 6:00 p.m. Commissioner Joyce Lewis suggested the commissioners discuss the things that did not happen with the Millville Housing Authority. Executive Director Upshaw stated she will prepare a resolution for the next board meeting to create a Finance Committee.

X. **Adjournment:** A motion to adjourn was made at 7:09 p.m.

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz**

**Second: Commissioner Joyce 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>	X		X			
<b>Commissioner Nichols</b>			X			
<b>Commissioner Henson</b>			X			
<b>Commissioner Lewis</b>		X	X			