



HOUSING AUTHORITY OF THE CITY OF SALEM

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

December 18, 2023

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Monday, December 18, 2023. The meeting was convened via Zoom at 6:10 p.m. Adam Telsey, Solicitor, Board of Commissioners read the Sunshine Law notification indicating the Sunshine Law had been met, properly posted, and advertised. Solicitor Adam Telsey swore in Governor appointed Commissioner Destiny C. Wood.
- II. **Roll Call:** Attorney Telsey announced the roll call. Present were Chairwoman Annalisa Moritz, Vice Chairman Akmad Nichols, Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis, and Commissioner Destiny Wood. Also present were Adam Telsey, Solicitor, Board of Commissioners and Karen M. Upshaw, Executive Director.
- III. **Approval of the Minutes:**
A motion to approve the minutes for the August 24, 2023, Board Meeting was made by Commissioner Joyce Lewis. The motion was seconded by Chairwoman Annalisa Moritz. Commissioner Destiny Wood abstained. The minutes were approved.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Chairwoman Annalisa Moritz

Roll Call: 4 in favor; 1 abstention

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

A motion to approve the minutes for the September 25, 2023, Board Meeting was made by Commissioner Kiersten Henson. The motion was seconded by Commissioner Joyce Lewis. Commissioner Destiny Wood abstained. The minutes were approved.

Roll Call Vote:

Motion: Commissioner Kiersten Henson

Second: Commissioner Joyce Lewis

Roll Call: 4 in favor; 1 abstention

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

A motion to approve minutes for the October 23, 2023, Board Meeting was made by Commissioner Joyce Lewis. The motion was seconded by Chairwoman Annalisa Moritz. Commissioner Destiny Wood abstained. The minutes were approved.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Chairwoman Annalisa Moritz

Roll Call: 4 in favor; 1 abstention

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

IV. **Correspondence:** There was no correspondence.

V. **Public Comments/Questions:** There was no public comment.

VI. **Report of the Executive Director:** Executive Director Upshaw shared that the State of New Jersey has officially approved her as the Executive Director for the Housing Authority of the City of Salem. In addition, she stated that unit transfers are continuing. Approximately eight (8) families have been transferred.

She informed the Board of Commissioners that she attended the NJ NAHRO Conference held in Atlantic City. She mentioned she attended the HOTMA training which refers to the Housing Opportunity Through Modernization Act. She also mentioned she attended sessions at the conference regarding the new inspections standards called NSPIRE and an eLOCCS presentation. She explained that eLOCCS is the system used to withdraw the operating funds

provided by HUD. She added that she is hopeful that she will have access to the system by the end of the month.

Director Upshaw also shared that William Jackson, maintenance worker, who had been on FMLA decided to resign from his position on November 14th after the 12 weeks period passed. She mentioned that Keith Burgess is the only maintenance worker we have. She stated she has requested HUD permit approval for his rent to be reduced to a minimum of \$50.00 per month to recognize his hard work for being on call 24/7 for the Housing Authority of the City of Salem.

She further shared that The Society for Organized Charities provided lunch and \$50.00 gift cards for all seniors that reside at Broadway Towers. The luncheon was held on Thursday, December 14, 2023 in the Community/Board room. Ten (10) residents attended, played games, and ate lunch. They thanked the Board and staff for the event.

A motion was made by Chairwoman Annalisa Moritz to accept William Jackson’s resignation. The motion was seconded by Commissioner Joyce Lewis. The motion was approved.

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			
Commissioner Johnson						X
Commissioner Wood			X			

VII. Resolutions for Consideration:

Resolution No. 53 of 2023 Resolution Authorizing Executive Director to Execute Agreement with Industrial Valley Gas and Diesel

Roll Call Vote:

Motion: Commissioner Joyce Lewis
 Second: Commissioner Akmad Nichols

Roll Call: Unanimous

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

Resolution No. 54 of 2023 Resolution Authorizing Executive Director to Execute Agreement with Management Computer Services, Inc. for Usage of Software

Roll Call Vote:

Motion: Commissioner Kiersten 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			
Commissioner Johnson						X
Commissioner Wood			X			

Resolution No. 55 of 2023

Resolution Authorizing Spirit Fellowship to Use the Community Room at West Side Court.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Kiersten Henson

Roll Call: Unanimous

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

Resolution No. 56 of 2023

Resolution Authorizing the Payments of Bills

Roll Call Vote:

Motion: Chairwoman Annalisa Moritz

Second: Vice Chairman Akmad Nichols

Roll Call: Unanimous

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

- VII. **Old Business:** Chairwoman Annalisa Moritz requested that correspondence be sent to William Jackson to recognize his years of service with the Housing Authority of the City of Salem. Commissioner Joyce Lewis mentioned she received information regarding 84 Anderson Drive, and requested that we look into moving the tenant from her 4 bedroom unit to a smaller unit due to the decrease in their household members. Director Upshaw mentioned that this resident is on our unit transfer list.

Director Upshaw reminded the Board that commencing in January, 2024, the Board of Commissioner meetings will be held on the third Thursday of the month per the By-Laws unless the day needs to change. There was a brief discussion regarding the upcoming Reorganization meeting. Commissioner Wood asked about her role as a Commissioner and the role of agency getting to the next level. Solicitor Telsey explained the structure of the Board and meetings.

The Board of Commissioners also had a brief discussion regarding the different committees that should be formed during the reorganization meeting in January 2024.

VIII. New Business: There was no new business.

IX. Adjournment: A motion to adjourn the meeting was made at 6:44 p.m.

Roll Call Vote:

Motion: Vice Chairman Akmad Nichols

Second: Commissioner Joyce Lewis

Roll Call: Unanimous

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