

# The Housing Authority of the City of Salem

## Resolution No. 29 of 2023

### **Resolution Authorizing Executive Session**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12b permits a public body to go into a closed session during a public meeting to discuss certain matters as follows:

- (1) *Matters Required by law to be confidential*: Any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Any matter in which the release of information would impair the right to receive federal funding.
- (3) *Matters involving individual privacy*: Any matter, the disclosure of which constitutes an unwarranted invasion of individual privacy such as records, data, reports, recommendations or other personal material of any education, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned .
- (4) *Matters pertaining to a collective bargaining agreement*: Any matter involving a collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) *Matters relating to the purchase, lease acquisition of real property or investment of public funds*: Any matter involving the lease, purchase or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) *Matters of public protection*: Any tactic and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection.
- (7) *Matters relating to litigation, negotiations and attorney-client privilege*: Any matter of pending or anticipated litigation or contract negotiation other than in (4) above in which the Borough is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required for the attorney to exercise ethical duties as a lawyer.
- (8) *Matters relating to the employment relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of , promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all of the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public.
- (9) *Deliberations after public hearing*. Deliberations by the Borough occurring after a public hearing that may result in a civil penalty or the suspension or loss of a license or permit of a responding party; and

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) Board of Commissioners (BOC) has determined that it is necessary to go into a closed session to discuss certain matters relating to the items as permitted by N.J.S.A. 10:4-12b

**NOW, THEREFORE BE IT RESOLVED** that the SHA BOC shall go into closed session to discuss the following, in accordance with the aforesaid provisions of the Open Public Meetings Act, after which it will reconvene in the public:

1. Personnel and employment issues concerning a prospective employee.

**BE IT FURTHER RESOLVED**, that the minutes of the closed session will be made available to the public when the need for privacy no longer exists.

|                      | 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. 30 of 2023

**Resolution Acknowledging Personal Review of the Annual Audit and Submission to the Local Finance Board**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and,

**WHEREAS**, the annual audit report for the fiscal year ended **September 30, 2022** has been completed and filed with the Local Finance Board of the State of New Jersey pursuant to N.J.S.A. 40A:5A-15, and,

**WHEREAS**, the Annual Report of Audit for the year ending September 30, 2022 has been filed by a Certified Public Accountant pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the **Housing Authority of the City of Salem** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **September 30, 2022**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SALEM** that the Interim Executive Director hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

|                      | 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. 31 of 2023

**Resolution Authorizing Requests for Bids**

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) is in need of HVAC, Electrician and Plumbing services; and,

**WHEREAS**, the SHA would like to obtain competitive bids for such services; and,

**WHEREAS**, the SHA must solicit bids pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. for such services; and,

**WHEREAS**, a Notice and Bid Specifications have been prepared.

**NOW, THEREFORE, BE IT RESOLVED** that the SHA authorizes the Interim Executive Director to advertise and solicit bids for the supply of HVAC, Electrician and Plumbing services and to utilize the Notice and Bid Specifications for said solicitation which have been prepared; and,

**NOW THEREFORE BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS** that the Interim Executive Director shall advertise the Notices to Bidders in the South Jersey Times.

|                      | 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. 32 of 2023

**Resolution Authorizing The Hiring A Consultant for the Executive Director Search**

**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 must hire an Executive Director on or before August 1, 2023; and,

**WHEREAS**, the SHA would like to hire a consultant who will review and evaluate the needs of the SHA and will help lead the search for an Executive Director and provide recommendations to the SHA Board of Commissioners concerning the hiring process and prospective candidates;

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

1. Alesia R. Watson is hired as a consultant for the SHA to assist with the hiring of an Executive Director, effective immediately.
2. The salary of the consultant is \$9,500.00.

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

The Housing Authority of the City of Salem

Resolution No. 33 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 May/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 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   |     |         |        |
| Commissioner Henson  |        |        | X   |     |         |        |
| Commissioner Lewis   | X      |        | X   |     |         |        |

The Housing Authority of the City of Salem

Resolution No. 34 of 2023

**Resolution Authorizing Emergency Contract Pursuant to N.J.S.A. 40A:11-6**

**WHEREAS**, the Housing Authority of the City of Salem (“SHA”) had an emergency arise with respect to its wastewater facility located on the Anderson Drive complex; and,

**WHEREAS**, the condition of the wastewater system has created an imminent hazard; and,

**WHEREAS**, an emergency contract, pursuant to N.J.S.A. 40A:11-6, may be awarded without advertisement for bids or bidding if it is an emergency affecting the health and public safety and if it requires the immediate performance of the service; and,

**WHEREAS**, the SHA received pricing from G.E. Mechanical, LLC to repair the wastewater system for an amount not to exceed \$120,750.00, pursuant to its proposal attached hereto; and,

**WHEREAS**, the SHA has the funds necessary for this emergency contract.

**NOW THEREFORE, BE IT RESOLVED BY THE BOA** by the SHA that the Interim Executive Director is hereby authorized to enter into a contract with G.E. Mechanical, LLC in the amount not to exceed \$120,750.00 and such contract is approved as an emergency contract pursuant to N.J.S.A. 40A:11-6.

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