



HOUSING AUTHORITY OF THE CITY OF SALEM

205 Seventh Street, Salem, NJ 08079

Telephone: (856) 935-5022 Fax: (856) 935-5290

Web Site: salemhousingni.org

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

July 18, 2024

I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, July 18, 2024, at the Broadway Tower Community Room, 205 Seventh Street, Salem, NJ. The meeting was convened via zoom and in person. The meeting commenced at 6:08 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:** Solicitor Telsey announced the roll call. Present were Chairwoman Annalisa Moritz, Vice Chairman Akmad Nichols, Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis, Commissioner Dawn Johnson and Commissioner Destiny C. Wood. Also present were Adam Telsey, Solicitor, Ralph Polcari, Fee Accountant and Karen M. Upshaw, Executive Director.

Absent: None

III. **Approval of Minutes:** There was a motion made by Commissioner Joyce Lewis to approve the minutes of the March 25, 2024 regular meeting. The motion was seconded by Commissioner Kiersten Henson. All present approved.

There was a motion made by Commissioner Joyce Lewis to approve the Executive (Closed) Session minutes of the March 25, 2024 meeting. The motion was seconded by Commissioner Kiersten Henson. All present approved.

There was a motion made by Commissioner Joyce Lewis to approve the minutes of the May 16, 2024 meeting. The motion was seconded by Commissioner Kiersten Henson. All present approved.

IV. **Correspondence:** Executive Director Karen Upshaw mentioned that we have received a notice from the New Jersey American Water regarding the finalization of the purchase of the Salem water department has been completed. The residents were provided with a copy of the notice.

Director Upshaw also reminded the Commissioners there will be Ethics training on Saturday, July 27th from 10:00 a.m. until 3:00 p.m. via zoom.

V. **Public Comments/Questions: None**

VI. **Report of the Executive Director:** Director Upshaw mentioned that the intercom system at Broadway Towers is out of service again. A call for service has been placed to resolve the problem. Another apartment has been leased at Broadway Towers so there are only two (2) vacancies remaining. She added two (2) tenants have been transferred to units at West Side Court that have been refurbished. She shared that Northeast Electrical Services has ordered all the items and supplies for the lighting replacements at West Side Court. Work should start within the next two weeks. She stated there is a tree on West Side Court that had some branches which will be cut for the safety of all the residents. She sent a notice to inform all the residents. In addition, she stated the Choice Neighborhood Grant environmental survey on West Side Court has been completed. She shared AmeriCorps will be conducting a survey of the residents at West Side Court. A notice will be sent to inform the residents about the survey. Director Upshaw also mentioned there was a meeting regarding the Early Activity Project for the Choice Neighborhood grant. HUD allows for an Early Activity Project. There is \$100,000.00 that has been allocated. The group discussed various possible projects; however, the project must be permanent such as a food pantry or a landscaping project. She requested that the Commissioners provide any ideas or suggestions they may have.

Regarding Anderson Drive, Director Upshaw shared there is a new tenant; and, she met with the insurance adjuster regarding the rehab and cost of the fire damage at apartment 106. Director Upshaw also stated she spoke with Shelby Edmeads from the NJ4S, they provide student services and would like to partner with the Housing Authority of the City of Salem to inform parents about their services.

VII. **Resolutions for Consideration:**

Resolution No. 35 of 2024 Resolution Approving the 2025 Budget

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 Johnson			X			
Commissioner Lewis			X			
Commissioner Wood			X			

Ralph Polcari, Fee Accountant stated that this year's budget is very similar to the one used last year. He added there were a few minor changes such as the new hires for Assistant Property Manager, Maintenance staff, and Receptionist. He also stated training and travel expenses have been increased.

Resolution No. 36 of 2024

Resolution Authorizing Executive Session

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Dawn Johnson

Roll Call: Unanimous

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

Resolution No. 37 of 2024

Resolution Approving the Payment of Bills

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 Johnson			X			
Commissioner Lewis	X		X			
Commissioner Wood			X			

VIII. **Old Business:** Director Upshaw mentioned that the bids for the roof replacement were advertised July 3rd and were due July 15th. However, no bids were received. A second bid was advertised on July 18th which is due August 8th.

IX. **New Business: None**

X. **Adjournment:** A motion to adjourn the meeting was made at 6:35 p.m.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Vice Chairman Akmad Nichols

Roll Call: Unanimous

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