



# HOUSING AUTHORITY OF THE CITY OF SALEM

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

June 20, 2024

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, June 20, 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 Joyce Lewis, and Commissioner Dawn Johnson. Also present were Adam Telsey, Solicitor, Ralph Polcari, Fee Accountant and Karen M. Upshaw, Executive Director.

**Absent:** Commissioner Destiny C. Wood and Commissioner Kiersten Westley-Henson

- III. **Correspondence:** Executive Director Karen Upshaw mentioned she sent a notice to the residents of Anderson Drive informing the parents to not allow their children to play on the electrical boxes. In addition, she sent a memo to all residents reminding them not to flush anything other than toilet paper down the toilets.
- IV. **Public Comments/Questions:**  
Charles Matthews Bailey spoke about the agreement with Brownfield Redevelopment Solutions, Incorporated. Mr. Bailey works for the City of Salem as the lead for their grants. He shared that HUD requires an environmental study on West Side Court as part of the Choice Neighborhood grant process. Part of Phase I of the environmental survey will be to speak with some of the residents.
- V. **Report of the Executive Director:** Director Upshaw reported a meeting was held at West Side Court with residents and Claudia Bitran, the planner from Thriven Design, regarding the Choice Neighborhood Grant. She said the meeting was productive. She also shared that two (2) residents moved into Broadway Towers. She stated we currently have leased three (3) vacant units at Anderson Drive and transferred 16 families because of the unsafe and unsanitary conditions of their units. In addition, she mentioned she interviewed potential new hires for maintenance. She added she has hired a full time Assistant Property Manager who is to start July 1, 2024. Director Upshaw stated Be Safe, the company which handles the fire alarms at Anderson Drive, has been receiving false alarms that need to be corrected. She has contacted the city

emergency services to inform them she is aware of the problem and that the company is trying to correct the problem.

Director Upshaw received a request from a tenant to purchase a screen door for their unit. She suggested that the commissioners review the request and that it be discussed at the next board meeting.

Ralph Polcari, Fee Accountant, reviewed the financial report. A copy of this report was provided to all the commissioners for their review. Director Upshaw stated that we are doing better collecting the rent. Ralph Polcari added that the authority is doing well financially and once they hire a property manager this should help with collecting the rents owed. He mentioned that the revenues are above the budget since we received an insurance payment a few months prior, and HUD has provided more funds than anticipated. The tenant rental revenue is below budget due to the vacancies. The salaries and benefits are much better at this moment since the new hires have not commenced employment. Fee Accountant Polcari also mentioned the operational budget is above budget due to the gas, electric, water and sewerage increased usage. He said maintenance materials and contract budgets are currently high due to electrical and plumbing issues in the units. Other operating expenses such as legal, IT, accountant, and office expenses are above the budget as well. However, the Section 8 Program continues to run smoothly. He is trying to access the Capital Funds for the year end of 2024. He thanked everyone for their hard work.

**VI. Resolutions for Consideration:**

**Resolution No. 30 of 2024 Resolution Acknowledging Personal Review of the Annual Audit and Submission to the Local Finance Board**

**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>	<b>X</b>		<b>X</b>			
<b>Commissioner Nichols</b>			<b>X</b>			
<b>Commissioner Henson</b>						<b>X</b>
<b>Commissioner Johnson</b>			<b>X</b>			
<b>Commissioner Lewis</b>		<b>X</b>	<b>X</b>			
<b>Commissioner Wood</b>						<b>X</b>

**Resolution No. 31 of 2024**

**Resolution Awarding a Lawn Care and Snow Removal Services Contract And Authorizing the Executive Director to Execute An Agreement with Team Reed, Incorporated**

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz**

**Second: Commissioner Dawn Johnson**

**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 Johnson</b>		X	X			
<b>Commissioner Lewis</b>			X			
<b>Commissioner Wood</b>						X

**Resolution No. 32 of 2024**

**Resolution Awarding A Contract For Outdoor Lighting And Replacements at West Side Court Development And Authorizing the Executive Director to Execute An Agreement With Northeast Electrical Services, L.L.C.**

**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 Johnson</b>			X			
<b>Commissioner Lewis</b>		X	X			
<b>Commissioner Wood</b>						X

There was a brief discussion regarding this resolution. Chairman Nichols asked for the price of the bid and Chairwoman Moritz stated that the bid is in the amount of \$49,500. He also asked what the scope of the work is. Director Upshaw stated that it will cover all the outdoor lighting for the front and back porches. He also asked when the bids for the roofing replacements will go out.

**Resolution No. 33 of 2024**

**Resolution Authorizing A Right of Entry Agreement with Brownfield Redevelopment Solutions, Incorporated**

**Roll Call Vote:**

**Motion: Commissioner Joyce Lewis**

**Second: Vice Chairman Akmad Nichols**

**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			
<b>Commissioner Nichols</b>		X	X			
<b>Commissioner Henson</b>						X
<b>Commissioner Johnson</b>			X			
<b>Commissioner Lewis</b>	X		X			
<b>Commissioner Wood</b>						X

**Resolution No. 34 of 2024**

**Resolution Approving the Payment of Bills**

**Roll Call Vote:**

**Motion: Commissioner Joyce Lewis**

**Second: Chairwoman Annalisa Moritz**

**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 Johnson</b>			X			
<b>Commissioner Lewis</b>	X		X			
<b>Commissioner Wood</b>						X

VII. **Old Business:** Director Upshaw mentioned that we are working on going out to bid and hire an architect for the roof replacements. There was a brief discussion regarding this matter. Chairman Nichols mentioned he received some complaints regarding the trees outside of the resident’s units. Director Upshaw stated she will speak with the Lawn Care Company regarding trimming the bushes.

VIII. **New Business: None**

IX. **Adjournment:** A motion to adjourn the meeting was made at 6:36 p.m.

**Roll Call Vote:**

**Motion: Chairwoman Annalisa Moritz**

**Second: Commissioner Dawn Johnson**

**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>	<b>X</b>		<b>X</b>			
<b>Commissioner Nichols</b>			<b>X</b>			
<b>Commissioner Henson</b>						<b>X</b>
<b>Commissioner Johnson</b>		<b>X</b>	<b>X</b>			
<b>Commissioner Lewis</b>			<b>X</b>			
<b>Commissioner Wood</b>						<b>X</b>