



HOUSING AUTHORITY OF THE CITY OF SALEM

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

September 19, 2024

I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, September 19, 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 6:05 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 Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis, Commissioner Dawn Johnson and Commissioner Destiny C. Wood. Also present were Adam Telsey, Solicitor, Karen M. Upshaw, Executive Director and Ralph Polcari, Fee Accountant.

Absent: Acting Chair Akmad Nichols

III. **Approval of Minutes:** There was a motion made by Commissioner Joyce Lewis to approve the minutes of the June 20, 2024 meeting. The motion was seconded by Commissioner Dawn Johnson and all present approved.

There was a motion made by Commissioner Joyce Lewis to approve the minutes of the July 18, 2024 regular meeting. The motion was seconded by Commissioner Dawn Johnson and all present approved.

There was a motion made by Commissioner Joyce Lewis to approve the Executive (Closed) Session minutes of the July 18, 2024 meeting. The motion was seconded by Commissioner Dawn Johnson and all present approved.

There was a motion made by Commissioner Joyce Lewis to approve the minutes of the August 29, 2024 meeting. The motion was seconded by Commissioner Dawn Johnson and all present approved.

IV. **Correspondence:** Executive Director Karen Upshaw mentioned that she received a letter from the New Jersey Health Palliative and Hospice Center who will be at the Broadway Community Room on September 25th and will be providing the residents with Bingo, raffles and light refreshments. In addition, she stated that Acenda Integrated Health will be at the West Side Court Community Center meeting with the residents and will provide important information regarding their school program to the parents. Refreshments will be provided. Director Upshaw shared correspondence from the State of New Jersey regarding the elevators inspection. She stated the a temporary certificate was given because water was found underneath both elevators during the inspection. She explained that a sump pump

must be installed underneath both elevators and she received a quote in the amount of \$17,235 from our plumber, JJM Plumbing. She stated that she will be approving the quote and the work will be completed before the due date of November 25, 2024.

Director Upshaw mentioned that there is a tree that needs to be cut down in West Side Court. She added that the initial company that was hired to remove the tree change their price and she reached out to our lawncare contractor and they will be cutting down the tree on Monday.

Director Upshaw mentioned that she received a notice from the NJNAHRO regarding their annual conference which will be held this November 18th-20th in Atlantic City, NJ. If any board members are interested in attending please advise her.

V. **Public Comments/Questions:**

Kelly Irving from Enerconnex of South Jersey Industries explained that the electric contract will be expiring next month and wanted to remind the Board of Commissioners of their savings. Director Upshaw stated she will review the contract and present it at the next board meeting.

- VI. **Report of the Executive Director:** Director Upshaw informed the board members that a resident had passed away at Broadway Towers. She mentioned about the failed inspection for the elevators. She added that our plumber will be installing additional drainage and sump pumps underneath each elevator. She also shared that the surveys for the Choice Neighborhood Grant have been completed and 38 residents participated in the completion of the surveys. The outdoor lights have been completed and installed at West Side Court and we have received many compliments from the residents as well as the Police Chief. She also shared she was informed by a resident that there was a standoff at Anderson Drive because a resident was alleged to have been held at gun point. Director Upshaw contacted the police, and they stated that it is currently under investigation. She also provided an update regarding the roof replacements. She explained that we had entered into an agreement with Sky General Construction, and they will be working on the roof replacements at Anderson Drive and West Side Court in the upcoming weeks. She added that they are scheduled to replace 31 units at West Side Court and 24 units at Anderson Drive. Additionally, she shared that an RFQ has been completed for a Consultant for the Choice Neighborhood Grant. She added that another RFQ was completed for combined services for a carpentry and masonry contract. She further explained that HUD had advised her to hire a general contractor in order to fix and rent the vacant units. She added that we currently have 30 vacant units that need to be repaired. She added that in order to change from Substandard under HUD Guidelines we have to hire a general contractor to fix the units.

VII. **Resolutions for Consideration:**

Resolution No. 44 of 2024

Resolution Authorizing the Hire of a Consultant for the Executive Director Search

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Dawn Johnson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Acting Chair Nichols						X
Commissioner Henson			X			
Commissioner Johnson		X	X			
Commissioner Lewis	X		X			
Commissioner Wood			X			

Solicitor Telsey mentioned that he received a call from the Executive Director from Bridgeton Housing Authority and she expressed interest in doing shared services with the Housing Authority of the City of Salem. There was a brief discussion on the matter. Director Upshaw also mentioned that the Penns Grove Housing Authority is also interested in providing shared services. She also added that Carolina Valdez our consultant has offered to cover the position on a 30 day basis until they are able to find a new person for the position of Executive Director.

Resolution No. 45 of 2024

Resolution Approving the Executive Director to Permit Acenda Integrated Health NJ4S to Use West Side Court Community Room

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Dawn Johnson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Acting Chair Nichols						X
Commissioner Henson			X			
Commissioner Johnson		X	X			
Commissioner Lewis	X		X			
Commissioner Wood			X			

Resolution No. 46 of 2024

Resolution Approving the Payment of Bills

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Dawn Johnson

Roll Call: Unanimous

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

VIII. **Old Business:** Director Upshaw mentioned that all the lighting has been completed and the roof replacements will be completed in the upcoming weeks.

IX. **New Business:** There was a request for proposals for consultants for the Choice Neighborhood Grant and for the combined services for carpentry and masonry.

Ralph Polcari, Fee Accountant mentioned that the Housing Authority of the City of Salem fiscal year end is September 30th and everything will be submitted before the HUD due date.

Commissioner Joyce Lewis mentioned that they have received the letter of resignation from Karen Upshaw, current Executive Director. She added that they are sad to see her go but are thankful for the time and effort she has put into the Housing Authority of the City of Salem. She further stated that all the changes and improvements she has made possible are greatly appreciated.

Executive Director Upshaw thanked the board for working with her for making the changes and improvements possible. She reviewed some of the accomplishments during her employment with the Housing Authority of the City of Salem.

X. **Adjournment:** A motion to adjourn the meeting was made at 6:29 p.m.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Dawn Johnson

Roll Call: Unanimous

	Motion	Second	Yea	Nay	Abstain	Absent
Acting Chair Nichols						X
Commissioner Henson			X			
Commissioner Johnson		X	X			
Commissioner Lewis	X		X			
Commissioner Wood			X			