

HOUSING AUTHORITY OF THE CITY OF SALEM



205 Seventh Street, Salem, NJ 08079

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

Web Site: salemhousingnj.org

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

August 24, 2023

- I. A regular meeting of the Salem Housing Authority (SHA) Board of Commissioners was held on Thursday, August 24, 2023, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened 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:** Attorney Telsey announced the roll call. Present were Chairwoman Annalisa Moritz, Vice Chairman Akmad Nichols, Commissioner Kiersten Westley-Henson, and Commissioner Joyce Lewis. Also present were Adam Telsey, Solicitor, Board of Commissioners, Karen M. Upshaw, Executive Director, and Frank Ross.
- III. **Correspondence:** Executive Director Upshaw stated correspondence is attached at the end of the Board packet. In addition, she stated that a letter of resignation was received from Laurie Frisby, Assistant Property Manager. Solicitor Telsey asked for a motion to accept the resignation letter. A motion was made by Vice Chairman Akmad Nichols to accept the letter of resignation from Laurie Frisby. The motion was seconded by Chairwoman Annalisa Moritz. Vote: Unanimous.

Roll Call Vote:

Motion: Vice Chairman Akmad Nichols

Second: Chairwoman Annalisa Moritz

Vote: Unanimous

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

- IV. **Public Comments/Questions:** A motion was made by Commission Joyce Lewis to open the meeting to the public. The motion was seconded by Vice Chairman Akmad Nichols.

Roll Call Vote:

Motion: Vice Chairman Akmad Nichols

Second: Chairwoman Joyce Lewis

Vote: Unanimous

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

There was no public comment. A motion to close the meeting to the public was made by Commissioner Joyce Lewis and seconded by Vice Chairman Akmad Nichols.

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Vice Chairman Akmad Nicols

Vote: Unanimous

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

- V. **Report of Interim Executive Director:** Executive Director Upshaw shared that she and her family cleaned Anderson Drive. She further stated she felt good about the clean up because some of the community members participated. In addition, she announced she hired a contractor to clean all three (3) properties going forward. She mentioned she had tried to enter into a Shared Services Agreement with the City of Salem to have their maintenance or laborers clean; however, the City Clerk/City Administrator, Ben Angeli informed her the City of Salem is understaffed and gave her names of vendors to contact. At some point during this budget year, she stated she hopes to hire residents to assist with the cleanup, so they buy into a community concept as opposed to Anderson Drive just being a place to stay. Executive Director Upshaw also mentioned that she would like to purchase a new vehicle, because our current vehicles are inoperable. She plans to purchase a 2019 pick-up truck. Her last comment was things are moving along with the units; however, there are still several problems with the units and that she is trying to get additional mice and roach treatments for infestations at some of the units.
- Vice Chairman Nichols inquired who handles the extermination? Executive Director Upshaw shared the contractor is Corbett Exterminating Services. He further inquired about the chemicals that are being used. Executive Director Upshaw stated she would get the information. Chairwoman Moritz suggested having Vice Chairman Nichols speak directly with Corbett regarding the chemical used for roach treatments based upon his knowledge of the chemical he recommends the company use. In addition, Chairwoman Moritz wanted

it to be clear that the extermination bid process started prior to Executive Director Upshaw commencing employment.

VI. Resolutions for Consideration:

Resolution No. 39 of 2023 **Resolution Adopting the Fiscal Year October 1, 2023 to September 30, 2024 Budget**

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			

Resolution No. 40 of 2023 **Resolution Authorizing an Agreement for Installation of Security Cameras**

Roll Call Vote:

**Motion: Commissioner Joyce Lewis
Second: Chairwoman Annalisa Moritz**

Roll Call: Unanimous

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

Resolution No. 41 of 2023 **Resolution Approving the Payment 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			

VII. Old Business:

1. There was a brief discussion regarding the pixel resolution, terabits, and the

installation of the security cameras at Broadway Towers, West Side Court, and Anderson Drive. Frank Ross gave additional information regarding the pixel, terabit of the cameras as well as the installation of same. He also mentioned Stand Up for Salem is providing some funding to tie the cameras to the shoot spotter system.

2. Executive Director Upshaw addressed fixing the potholes at the Broadway Towers parking lot and commenced filling potholes on Anderson Drive. She mentioned she has met with the residents at Broadway Towers twice, and they are currently satisfied. A stove and light fixture were replaced. Executive Director Upshaw has asked G.E. Mechanical to provide a quote to replace some of the P-Techs units which are the air conditioner/heating units used in Broadway Towers. Commissioner Lewis stated she wants to be notified of any meetings that the Executive Director has with the residents.

VIII. New Business:

1. Chairwoman Moritz relinquished her duties to Vice Chairman Nichols for at least one month.
2. Laurie Frisby thanked the Commissioners and staff for trying to turn the Housing Authority around and wished everyone success.
3. Commissioner Henson mentioned that she would not be able to attend board meetings on Thursdays due to a conflict with her schedule. The board meetings will convene every 4th Monday of the month beginning September through November 2023 at 6pm. For the month of December, the meeting will be held on the 3rd Monday of the month. Solicitor Telsey will submit a public notice advertising the new meeting dates.
4. Commissioner Lewis asked about the Commissioner classes she needs to complete. Director Upshaw will look for information on classes.

IX. Adjournment: A motion to adjourn was made at 6:44 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 Lewis	X		X			