

HOUSING AUTHORITY OF THE CITY OF SALEM



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

April 18, 2024

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, April 18, 2024, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was convened via zoom and in person at 6:11 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 Vice Chairman Akmad Nichols, Commissioner Kiersten Westley-Henson, Commissioner Joyce Lewis, Commissioner Destiny C. Wood and Commissioner Dawn Johnson. Also present were Adam Telsey, Solicitor and Karen M. Upshaw, Executive Director.

Absent: Chairwoman Annalisa Moritz

- III. **Approval of Minutes:** Commissioner Lewis made a motion to approve the minutes of the meeting of February 15, 2024. The motion was seconded by Commissioner Wood and all present approved.
- IV. **Correspondence:** Executive Director Karen Upshaw mentioned a new tenant moved in at the Broadway Towers. Director Upshaw presented a letter of support she sent to the Center for Family Services regarding a grant for Parents Aid. She also presented the annual audit letter from Anthony Giampaolo. Mr. Giampaolo recommended increasing the line training item from \$1,000 to \$5,000. In addition, he recommended having all the commissioners complete a financial disclosure form which is a required by the State of New Jersey. There was a brief discussion on the financial disclosure form and how to complete it. The last item presented by Director Upshaw was correspondence informing all the Broadway Tower residents the intercom system is inoperable. She stated it is getting fixed. She also mentioned a few other items that are being fixed at Broadway Towers. She added that we now have access to both operational budget and capital funds. She also added that the funds will be used to fix some of the lighting, lawn care and roofs.

There was a motion made by Commissioner Lewis to open the meeting to the public and the motion was seconded by Vice Chairman Nichols. The motion was approved by all present.

V. **Public Comments/Questions:**

Vanessa Santiago, a resident at 26 S. Front Street expressed her concerns regarding the mailboxes; specifically, she had concern regarding charges for the mailbox keys, she hand delivered her correspondence. In addition, she inquired who is the current property manager, and informed everyone about wires and gutters hanging from several units. She stated the drains do not properly work, basements are flooded, there is a smell of sewerage, floors and roofs are damaged, holes are in the ceilings, there is roaches and mice infestations, the dumpsters are overflowing, doors to the units do not properly lock and are not sealed, the lighting outside the units is working, there are no security cameras, there is wasp infestation inside/outside of the units, the need for the community building to be fixed, windows do not properly work, the neighborhood is unsafe with some shootings, the pet policy is not being enforced, and the ceilings and kitchen sinks leak. She asked about having access to the washers and dryers.

Paula Leake, West Side Court resident, expressed her concerns regarding a puddle of water outside of her unit due to the hot water heater being broken.

Kiara Jarrett, who resides at 60 West Side Court expressed her concerns about feeling unsafe in her unit due to the shootings. She stated there are bullet holes in the doors, her unit has mold and roaches, the back door security camera is broken, there are units that need to be fixed, her back door has been broken, she does not have a key to her front door, she doesn't have access to washers and dryers, and she doesn't have a mailbox.

Aisha Miller, who resides on Johnson Street, works with AmeriCorps with the Safe Housing Initiative regarding helping the community. She explained that the tenants have signed a petition to have a maintenance staff removed. She presented the petition to the board. She also explained their involvement with the Choice Neighborhood Planning Grant. She requested the contact information for the Housing Authority of the City of Salem.

Councilman Jamal Long asked about the status of the Commissioners classes.

Commissioner Johnson addressed the issue of asking the office for copies of documents, she recommended tenants keep a copy of their important documents.

VI. **Report of the Executive Director:** There were three (3) shootings at Anderson Drive within the last 2 weeks, the security cameras are operational in the community center at Anderson Drive, the electrician with Northeast Electrical and Eagle Eye ensured that all the cameras are operational. Director Upshaw requested more cameras be installed at West Side Court

based upon the current activity. She addressed the Broadway Tower issue with the intercom system, new hires for the maintenance department, and a full-time Assistant Property Manager for the office.

VII. Resolutions for Consideration:

Resolution No. 25 of 2024 Resolution Authorizing a Contract with the Executive Director

Roll Call Vote:

Motion: Commissioner Joyce Lewis

Second: Commissioner Kiersten Westley- Henson

Roll Call: Unanimous

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

Resolution No. 26 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 Lewis	X		X			
Commissioner Wood			X			
Commissioner Johnson		X	X			

Resolution No. 27 of 2024

Resolution Approving the Payment of Bills

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			
Commissioner Wood			X			
Commissioner Johnson			X			

- VIII. **Old Business:** Director Upshaw mentioned they are working on bids for the lighting, roofing and lawn care as well as replacing the mailboxes.
Vice Chairman Nichols mentioned that the bids for the roofing should be the priority.
Director Upshaw explained that we have the funding to complete all three of the items mentioned above. She stated she would like to expedite the process by placing all the bids out at the same time since these items need to be fixed.

- IX. **New Business:** Commissioner Lewis asked about the commissioner classes, Director Upshaw stated she will be sending out an email with the information. Solicitor Telsey explained that commissioners have 18 months from the date of their appointment to complete the classes.

- X. **Adjournment:** A motion to adjourn the meeting was made at 7:12 p.m.

Roll Call Vote:

**Motion: Vice Chairman Akmad Nichols
Second: Commissioner Joyce Lewis**

Roll Call: Unanimous

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

