ATTACHMENT 1

Minutes – SHA Regular Meeting, October 1, 2026

I. Call to Order and Sunshine Notice

A Regular Meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, October 1, 2026, in the conference room at Broadway Towers, 205 Seventh Street, Salem, NJ. The meeting commenced at 5:00 pm. Chair Christopher Colon read the Sunshine Law notification, stating that adequate notice of the meeting had been provided under the Open Public Meetings Act by advertisement in two (2) newspapers, posting on the Housing Authority website, and posting on the bulletin board of the Housing Authority of the City of Salem.

II. Roll Call

The Board Secretary announced the roll call.

Present: Chair Christopher Colon, Vice Chair Wadiya Davenport, Treasurer Yuenge Groce, Commissioner Diane Wood, Commissioner Anthony Denby.

Absent: Commissioner Michael Brooks

Also present: Board Attorney Adam Telsey; Consultant Alesia Watson; Charles Matthew Bailey, Executive Director.

III. Approval of Meeting Minutes

The Board considered the minutes of the following regular meetings:

Meeting	Action	All	Motion	Second
September 3, 2026	**Approved** / Approved as amended / Tabled	Yea		
August 6, 2026	**Approved** / Approved as amended / Tabled]	Yea		
July 2, 2026	**Approved** / Approved as amended / Tabled]	Yea		

IV. Public Comment Period - The Chair opened the meeting to the public for comment. No members of the public offered comments, and the public comment period was closed. The meeting was video recorded.

V. Executive Director Update

The Executive Director reported on the following items:

- **Staff updates (front office/maintenance. -** The Executive Director reported that the Assistant Property Manager position has been posted. One candidate was interviewed but did not have the experience required for the position."
- **HUD 9j update:** The Executive Director reported that the Board Attorney has drafted an appeal letter to HUD on behalf of SHA regarding the 9j violation. The letter requests additional time for SHA to respond and will be submitted to HUD on October 2, 2026.

VI. Financial Analysis

September 2026 tenant rent deposits posted to Cash Account 1111.10 (Rental Account) totaled **$26,727.00** across five deposit batches, per the posted Tenant Accounts Receivable reports in the packet.

Deposit date	West Side Court	WC Anderson Drive	Broadway Towers	Total
9/4/2026	$4,134.00	$2,631.00	$3,432.00	$10,197.00
9/9/2026	$1,755.00	$2,454.00	$1,200.00	$5,409.00
9/10/2026	$1,432.00	$1,848.00	$1,276.00	$4,556.00
9/14/2026	$1,495.00	$3,230.00	$557.00	$5,282.00
9/25/2026	$555.00	$470.00	$258.00	$1,283.00
Total	**$9,371.00**	**$10,633.00**	**$6,723.00**	**$26,727.00**

VII. Finance Committee Report Update

The September 3 minutes referred to a procurement discussion for a future Finance Committee meeting and internal invoice review.

VIII. Resolutions for Consideration

No. 62 of 2026 – Resolution Acknowledging No Bids Were Received for Trash Collection Services

The Authority publicly advertised for Trash Collection Services bids with a submission deadline of September 2, 2026, at 2:00 pm. No bids were received. The resolution formally acknowledges this and directs that the advertisement, specifications, deadline and outcome be kept in the procurement records.

Commissioner	Motion	Second	Yea	Nay	Abstain	Absent
Chair Colon			x			
Vice Chair Davenport			x			
Treasurer Groce	x	x	x			
Commissioner Denby			x			
Commissioner Brooks						x
Commissioner Wood			x			

No. 63 of 2026 – Resolution Authorizing the Execution of an Agreement for Operations Consulting Services

The Authority advertised a Request for Quotes for Operations Management Consulting Services, due September 22, 2026. The Qualified Purchasing Agent evaluated the proposals and recommended JLC Housing Consulting, LLC. The resolution authorizes an agreement with JLC Housing Consulting, LLC for an amount not to exceed $35,880.00, subject to the final contract and availability of funds.

Commissioner	Motion	Second	Yea	Nay	Abstain	Absent
Chair Colon			x			
Vice Chair Davenport	x		x			
Treasurer Groce		x	x			
Commissioner Denby			x			
Commissioner Brooks						x
Commissioner Wood			x			

No. 64 of 2026 – Resolution Approving a Contract for Special Legal Counsel Services

The Authority solicited proposals for Special Legal Counsel through a fair and open process, due September 29, 2026. Michael A. Armstrong & Associates LLC submitted the proposal reviewed in the packet. Proposed rates are $190/hour for attorneys, $125/hour for law clerks or law graduates, and $85/hour for paralegals. The reviewer's checklist (Nina D. Williams, QPA) noted curable deficiencies: proof of liability insurance, business registration certificate and W-9. The resolution authorizes the Executive Director to execute a one-year professional services contract.

Commissioner	Motion	Second	Yea	Nay	Abstain	Absent
Chair Colon			x			
Vice Chair Davenport	x		x			
Treasurer Groce		x	x			
Commissioner Denby			x			
Commissioner Brooks						
Commissioner Wood			x			x

No. 65 of 2026 – Resolution Authorizing Executive Session

Under the Open Public Meetings Act, N.J.S.A. 10:4-12b, the Board resolved to enter closed session to discuss matters relating to the employment relationship: the job performance and evaluation of Executive Director Charles M. Bailey. Minutes of the closed session will be made public when the need for privacy no longer exists.

Commissioner	Motion	Second	Yea	Nay	Abstain	Absent
Chair Colon			x			
Vice Chair Davenport		x	x			
Treasurer Groce	x		x			
Commissioner Denby			x			
Commissioner Brooks			x			
Commissioner Wood						x

The Board entered closed session at 5:15pm and reconvened the public session at 6:00pm. Action was taken upon return to public session terminating employment for Charles Matthew Bailey.