



HOUSING AUTHORITY OF THE CITY OF SALEM

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

April 02, 2026

- I. A regular meeting of the Housing Authority of the City of Salem (SHA) Board of Commissioners was held on Thursday, March 25, 2026, at the Broadway Tower Community Room. 205 Seventh Street, Salem, NJ. The meeting was in person and via zoom. The meeting commenced at 8:00am. Chair Moritz, for Board of Commissioners, read the Sunshine Law notification indicating the Sunshine Law had been met, properly posted, and advertised.
- II. **Roll Call:** Board Secretary announced the roll call. Present were Commissioners Annalisa Moritz, Commissioner Christopher Colon, Commissioner Kiersten Wesley Henson, and Commissioner Dawn Johnson, Commissioner Wadiya Davenport, and Commissioner Diane Wood. Also present were Adam Telsey; Jennifer Derevlany, for Property Management services; Alesia Watson for housing consulting, Gail Walker for Section 8 consulting; and Charles Matthew Bailey, Executive Director.

Absent: No Absence
- III. **Approval of Minutes:** March 05, 2026, and March 25, 2026 meeting minutes were approved.
- IV. **Public Comment/Questions:** There were no public comments at this meeting
- V. **Salem City Updates:** There were no Salem City updates at this meeting
- VI. **Executive Director's Report:** Updates provided were regarding evictions of units for past due rent, March Tenant rent payments, maintenance repair, and section 8 updates were provided to the board of commissioners.
- VII. **Resolutions for Consideration**

- **No. 27 of 2026 Resolution Authorizing Executive Session**

Motion: Henson

Second: Johonson

No Discussion occurred prior to executive session. No decision was made while in executive session. All voting matters were conducted publicly outside of executive session.

	Motion	Second	Yea	Nay	Abstain	Absent
Vice Chairperson Colon			X			
Treasurer/Commissioner Johnson		X	X			
Commissioner Henson	X		X			
Commissioner Wood			X			
Commissioner Davenport			X			
Chair Person Moritz			X			

- **No. 28 of 2026 Resolution Authorizing acceptance of HUD VASH Award**

Motion: Henson

Second: Johnson

The Board approved the acceptance of five (5) HUD Veteran Affairs Supportive Housing (VASH) vouchers. These vouchers will support veteran housing placements within the Section 8 program, specifically benefiting eligible participants in Salem and expanding supportive housing opportunities. There was also additional discussion provided by Commissioner Davenport as to where additional outreach can occur to help ensure outreach to veterans that need housing assistance can receive the proper notification.

	Motion	Second	Yea	Nay	Abstain	Absent
Vice Chairperson Colon			X			
Treasurer/Commissioner Johnson		X	X			
Commissioner Henson	X		X			
Commissioner Wood			X			
Commissioner Davenport			X			
Chair Person Moritz			X			

- **No. 29 of 2026 Resolution Approving Payment of Bills**

Motion: Henson

Second: Johnson

Discussions arose regarding payment of bills. Vice Chair Colon asked for clarity as to why one of the vendors was not on the bill list. The discussion was redirected to Resolution 30 to better understand the situation and why the vendor had to be temporarily removed from the approval of bills.

The Board authorized payment of bills, ensuring continuity of operations and fulfillment of financial obligations.

	Motion	Second	Yea	Nay	Abstain	Absent
Vice Chairperson Colon			X			
Treasurer/Commissioner Johnson		X	X			
Commissioner Henson	X		X			
Commissioner Wood			X			
Commissioner Davenport			X			
Chair Person Moritz			X			

- **Resolution Naming Nina Williams as Qualifying Purchasing Agent (QPA) through Not Fair and Open Process to complete work directed only by the Executive Director of the Housing Authority on a case-by-case basis not to exceed \$50,000.**

Motion: Colon

Second: Henson

Nina Williams was introduced to the Board as a Qualifying Purchasing Agent (QPA). She explained to the board the importance of having a QPA to help the organization with procurement and threshold issues. Because she is a QPA she also qualifies as a professional service, as established by the board attorney. The board attorney also wanted clarification if the QPA position was advertised. The Executive Director has confirmed that the position was advertised for several months. The Board approved the appointment of Nina Williams as Qualified Purchasing Agent under a non-fair-and-open process with a not-to-exceed threshold of \$50,000. This action resolves prior procurement compliance issues related to resolution 30 by increasing the bid threshold from \$17,500 to \$53,000 and ensuring adherence to state purchasing regulations, including pay-to-play requirements.

	Motion	Second	Yea	Nay	Abstain	Absent
Vice Chairperson Colon	X		X			
Treasurer/Commissioner Johnson			X			
Commissioner Henson		X	X			
Commissioner Wood			X			
Commissioner Davenport			X			
Chair Person Moritz			X			

- **No. 30 of 2026 Resolution Approving Continuing Consulting Services**

Motion: Henson

Second: Johnson

The Board approved the resolution to allow the consultant/vendor to continue to provide services by passing the resolution to increase the total threshold amount not to exceed \$53,000 for the fiscal year which now increases the original threshold. This adjustment ensures the contract complies with procurement standards and allows consulting services to continue without interruption. It was made clear to the board of commissioners that this was not an increase for the contract, but a resolution to allow us to continue to keep paying the vendor.

The board of commissioners provided with information during the meeting that the original resolution not to exceed amount of \$34,000 was with the intent of keeping the contract at \$17,500 during the calendar year but still allows the housing authority to keep paying the contractor/vendor through the fiscal year after the threshold was already met by January 2026. The board of commissioners was advised that because this threshold was already met early in the calendar year, due to the different time of the fiscal year, we needed to allow the QPA to increase the threshold for the vendor. The Board attorney asked if the current contract for the vendor was advertised? The executive director advised by stating no and following up stating that all contracts at \$17,500 were not advertised. The QPA advised that this was likely done by requesting a quote. The board attorney expressed some concern that the original contract for services was not advertised.

More discussion occurred to increase the original resolution amount to meet the \$53,000 threshold amount resulting in an amended resolution.

	Motion	Second	Yea	Nay	Abstain	Absent
Vice Chairperson Colon			X			
Treasurer/Commissioner Johnson		X	X			
Commissioner Henson	X		X			
Commissioner Wood			X			
Commissioner Davenport			X			
* Chairperson Moritz			X			

- **No. 31 of 2026 Resolution Approving Award for Lawn Care and Snow Removal**

Motion: Henson
Second: Johnson

Motion was to table this resolution until the next board meeting. Motion was made to table to receive new quote from contractor/vendor for lawncare services without the snow removal. Commissioner Davenport expressed concern over the quality of work for the snow removal and requested that the housing authority possibly look elsewhere to another vendor for snow removal quotes. There was more discussion regarding the contract itself as it was advertised for two years with a one-year extension. The housing consultant advised that this was completed back in 2024 prior to the time of the current director. The QPA asked for more information to clarify that this was advertised as a two

year contract with the possibility of a one year renewal. The Executive Director confirmed that was the situation regarding this contract. Because this was the third year, the QPA was satisfied.

	Motion	Second	Yea	Nay	Abstain	Absent
Vice Chairperson Colon			X			
Treasurer/Commissioner Johnson		X	X			
Commissioner Henson	X		X			
Commissioner Wood			X			
Commissioner Davenport			X			
Chair Person Moritz			X			

1. Old Business

No Old Business Conducted

2. New Business

Security and Safety Actions

Immediate steps were taken to address security breaches at Broadway Tower regarding the situation with homeless individuals. Steps that were taken were provided to the board of commissioners which included restricted access hours for nonresidents entering the building, coordination with law enforcement, and pending upgrades to camera systems.

3. Adjournment

CERTIFICATION OF BOARD RESOLUTION

I, Charles Matthew Bailey, Secretary of the Board of Commissioners of the Housing Authority of the City of Salem, a public body corporate and politic organized and existing under the laws of the State of New Jersey, do hereby certify that the foregoing meeting minutes was duly adopted by the Board at a meeting held on the 2 day of April, 2026 at which a quorum was present and acting throughout, and that said minutes has not been amended, modified, or rescinded and remains in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Housing Authority of the City of Salem on this 3 day of April, 2026.

Charles Matthew Bailey

Charles Matthew Bailey,
Secretary (Executive Director),
Housing Authority of the City of Salem