

**HOUSING AUTHORITY OF THE CITY OF CAMDEN**  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF CAMDEN  
WEDNESDAY, APRIL 15, 2020

The Board of Commissioners of the Housing Authority of the City of Camden met for a Regular Meeting on Wednesday, April 15, 2020, at 5:30 PM, E.S.T., via virtual teleconferencing. Mr. Charles Valentine began the meeting with an invocation and a Pledge of Allegiance to the flag.

Present: Commissioner Deborah Person-Polk  
Commissioner Alan Miller  
Commissioner Nohemi Soria-Perez  
Commissioner Luis Quiñones

In Attendance: Mr. Victor D. Figueroa, Executive Director  
Ms. Cristal Holmes-Bowie, Esq., of Michael A. Armstrong  
& Associates, LLC  
Ms. Sadyhe Bradley, General Counsel  
Ms. Reba V. Hicks, Executive Asst. to the Executive Director  
Ms. Wanda Riley, Asset Manager  
Mr. Dwayne Tucker, Acting Director of Finance  
Ms. Melody Johnson-Williams, Director of Section 8  
Mrs. Edith Pagan, Director of Resident Initiatives  
Mr. John Kostyal, Human Resources Manager  
Ms. Jasmine Kee, Purchasing Specialist  
Ms. Nathyya Soto, Executive Secretary  
Ms. Tyrekia Bradley, Property Manager, Pennrose  
Mr. Ronald Spence, Assistant Property Manager,  
Mrs. Geraldine Taylor, Property Manager  
Ms. Lakita Frederick, Assistant Property Manager  
Mr. Michael Dugger, ALP Administrator

**I. MEETING CALLED TO ORDER**

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC., stated that the Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, April 15, 2020, at 5:30PM, has been duly advertised in accordance to Section 5 of the Open Public Meetings Act, Chapter 231 of Public Law 1975. It's been published also and notice in the appropriate places and to the appropriate personnel as required by law and is, therefore, called to order:

Commissioner Person-Polk: Roll Call.

Victor D. Figueroa:	Commissioner Cunningham	Absent
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Absent
	Commissioner Miller	Here
	Commissioner Soria-Perez	Here
	Commissioner Quiñones	Here
	Commissioner Person-Polk	Here

Victor D. Figueroa: We have a Quorum.

### **APPROVAL OF MINUTES**

Commissioner Person-Polk asked for approval of the Minutes of the Regular meeting held on Wednesday, February 19, 2020.

- 1) Motion – Commissioner Soria- Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

### **OLD BUSINESS**

No Old Business.

Commissioner Person Polk extended warm and heartfelt praises and gratitude to Executive Director, Victor Figueroa for his hard work: working many hours from home, holding daily meetings with his senior staff members, keeping the Commissioners, staff and residents informed, and the staff of HACC for their diligence and hard work amidst the Corona Virus Pandemic.

### **EXECUTIVE DIRECTOR'S OPENING STATEMENT**

Executive Director, Victor Figueroa, congratulated the staff on the frontlines, especially the Assisted Living Program, the Security Guards, the Boiler Operators and the maintenance staff for their hard work and dedicated service in keeping our residents safe and healthy. Although HACC's offices were closed on March 18, 2020, and has remained closed, these essential personnel continued working to assist our residents in keeping them safe and healthy. The non-essential

persons have also been working tele-remotely and have been staggeringly coming into the office, only if it's necessary.

The CDC County, State and Federal, and the 5<sup>th</sup> Legislative District guidelines have been distributed to staff and our residents; all information has been distributed as soon as the information has been delivered to us. It has been emphasized to all staff to practice social distancing and good hygiene by frequent hand washing.

There's frequent cleaning of high traffic areas such as the elevators, especially the buttons, door knobs, handrails, and push bars; cleaning of the areas in the lobbies are conducted regularly by the ALP staff, the Security teams, and the Janitorial services. HACC is also currently conducting body temperature checks daily for all residents at the three Senior Towers; the temperatures are recorded and medical action will be taken if a person's temperature has been elevated consecutively for two days.

Visitors to residents at the towers are subject to temperature screenings; non-compliant visitors are barred from entering the buildings. Illness surveillance forms are being completed by visitors upon entering our buildings. Due to the curfew in New Jersey, no visitors are allowed in the three Towers between the hours of 8pm to 5am and during the daytime hours, there's limited access to our Towers with only essential services for food, medical supplies or medicine.

The Continuity of Operation Plan (COOP) was submitted to the City's BA on March 17<sup>th</sup>, and was accepted and was combined into the City's submission to the Camden County's OEM office. This will be used as a foundation to continue to improving on the plan; we are asking staff to document on our strengths, weaknesses, an anything that we can use to improve the plan.

The Housing Authority's website is being periodically updated with information as necessary regarding the Corona Virus Pandemic. The 2020 population Census package is due now, to be completed online.

Rents have not been collected: HACC will be installing 'Rent Drop Boxes' at each of the sites; a letter was sent to residents informing them about holding on to their rents until we were able to install the rent drop boxes; the boxes are now available and they can now pay their rents via the drop box method.

The Housing Authority continues to keep emergency measures in place as dictated by the Federal State and City Governments. With a tentative date of re-opening May 4<sup>th</sup>, 2020, this is predicated on what the Federal, State Government and the Mayor indicate. The Governor's 'Stay at Home' order which is included in the Executive Order #107 which is being followed by the Authority; everyone going out into the public it is mandatory to wear mask, and the Authority will be providing masks to the residents at Kennedy Tower.

Victor D, Figueroa, explained that he has daily meetings with Mayor Moran, vendors and City Officials, such as Keith Walker, who was the Director of Public Works and now is the Director of the Office of Emergency Management and also spoke with the Director of Camden County Department of Health, Dr. Pascal.

Commissioner Person-Polk asked if the Commissioners had any questions on the Executive Directors report?

There were no questions from the commissioners regarding the Executive Director's report and Commissioner Person-Polk entertained a Motion to accept the Executive Director's report.

- 1) Motion – Commissioner Soria- Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote
  - Commissioner Miller asked what happened to the March Board Meeting and Victor D. Figueroa explained that the Board meeting was cancelled due to HACC closing its doors due to the Corona Virus Pandemic.

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

#### **NEW BUSINESS**

**Resolution 20-11** – Resolution approving the transaction authorizing the execution of a Memorandum of Understanding with the Camden County Workforce Development Board, and authorizing the Executive Director or his designee to execute documents and do all things necessary to effectuate the transaction.

The Commissioners unanimously had no question regarding Resolution 20-11 and seeing none: Commissioner Person-Polk entertained a Motion to accept Resolution 20-11.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria- Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-12** – Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, April 15, 2020.

The Commissioners unanimously had no questions regarding Resolution 20-12 and seeing none: Commissioner Person-Polk entertained a Motion to accept Resolution 20-12.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria- Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**CLOSED SESSION**

Commissioner Person-Polk entertained a Motion to come out of Closed Session:

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-13** – A Resolution authorizing the Executive Director or his designee to enter into a Redevelopment Agreement with the Camden Redevelopment Authority (CRA) for a certain parcel of land for an off-site Ablett Village (AV) phase of development and to execute documents and do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if the Commissioners had any questions on Resolution 20-13.

- Commissioner Miller asked: How is the transfer going to take place, especially there is a \$169k+ price tag and how it operates:
- Charles Valentine explained: When any municipality does an eminent domain they're required to have a third party appraiser do an appraisal of the property and the value of the property is

put into escrow with the Courts; should the owner of record come forward to be compensated for the taking of the land; the land in this matter currently belongs to the Cramer Hill Community Development Corporation, which has been liquidated for several years, we have spoken to them but we were unable to communicate with all of them to be able to put the record straight and to reestablish themselves and then have meetings. The City will give the property to the Camden Redevelopment Authority (CRA), who will enter into an agreement with HACC to do residential development just like Cramer Hill is going to do;

- Commissioner Miller asked: Where does the money go if Cramer Hill does not come forward.
- Charles Valentine explained: The funds will go back to Michaels Redevelopment who is funding the appraisal value. Michaels is the selected developer by Housing Authority for Ablett Village.
- Commissioner Miller asked: Prior to Cramer Hill economic development corporation acquiring the site, was there an industrial use on the site?
- Charles Valentine explained: The site was a former parking lot and storage area for Magnet Metals.
- Commissioner Miller asked: Since the site was for industrial use, is there an ongoing environmental investigation for the site? Is Magnet Metals going to have to bear the cost of remediation on the site. Is there any anticipation in the documents presented that this site can be remediated to a residential standard?
- Charles Valentine explained: Yes, Magnet Metals is almost complete their environmental, and they will do an environmental and remediation plan that will be submitted to the State; technically they will have to bear the cost of the cleanup radiation process. This process is being reviewed and confirmed by the NJ Department of Environmental Protection. The review of all the environmental records provided by the LSRP for this site; HACC is having a PC consultants company also review the documents.
- Commissioner Miller asked: Is there any plan for using this site prior to its residential redevelopment?
- Charles Valentine explained: Yes, the site is going to be used for clean soil fill storage for Ablett Village. The soil prior to its use will be tested by the NJDEP.

Commissioner Person-Polk asked if there were any other questions from the Commissioners or the public.

The Commissioners unanimously had no questions regarding Resolution 20-13; no questions from the public and seeing none:

Commissioner Person-Polk entertained a Motion to accept Resolution 20-13.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria- Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-14** – Resolution approving the HACC payment register for the Month of February 2020.

The Commissioners unanimously had no question regarding Resolution 20-14; no questions from the public and seeing none: Commissioner Person-Polk entertained a Motion to accept Resolution 20-14.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Miller
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-15** – Resolution approving the HACC Payment register for the month of March 2020.

The Commissioners unanimously had no question regarding Resolution 20-15; no questions from the public and seeing none: Commissioner Person-Polk entertained a Motion to accept Resolution 20-15.

- 1) Motion – Commissioner Soria Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-16** – Resolution authorizing a contract between the Housing Authority of the City of Camden (HACC) and BDO PHA Finance to provide Fee Accountant and Interim Finance Director services, authorizing an expenditure of funds in an amount not to exceed \$120,000.00, and authorizing the Executive Director or his designee to execute document and to do all things necessary to effectuate the transaction.

- Sadyhe Bradley, General Counsel of the Housing Authority of the City of Camden stated that the Contract entering with BDO will include a termination for convenience clause, this language will be in the draft contract presented to BDO, the language will specify that the Housing Authority will have the ability to terminate the interim services of the Finance Director upon given notice to the contractor, if the Authority hires a Finance Director. Additionally, the Housing Authority has selected a non-fair and open process for this contract because of the

urgency and the need for these services and the contractor's reputation and familiarity with the Housing Authority and successful services that was presented to the Authority in the past.

- Crystal Holmes-Bowie stated: A non-fair and open contract means that a contractor vendor did not make any reportable political contributions during the term of the contract; in compliance with the law, this deals with the pay to play law; to comply with the law without using the fair and open process, the governing body must have a written determination that a contractor's anticipated value in excess of \$17,500, the business entity must file a disclosure form certifying that no reportable contributions were made during the previous year; the contract contains a requirement prohibiting reportable contributions from being made during the term of the contract; the governing body must pass a resolution awarding the contract.
- Sadyhe Bradley stated: The open competitive process consists of public bidding and competitive public contracting which meets the requirement for a fair and open process which is authorized under N.J.S.A., 40a:11-4.1 et seq.

Commissioner Person-Polk asked if there were any other questions from the Commissioners or the public.

- Commissioner Miller asked: How long is the contract and when is the beginning date?
- Jasmine Kee explained: The contract is for 12 months and will begin as soon as it has been executed by both parties.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-16.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-17** – Resolution authorizing the Housing Authority of the City of Camden to procure goods and services from approved vendors under the Camden County Division of Purchasing, New Jersey State Cooperative Contracts, Educational Services Commission of NJ (ESCNJ) Sourcewell (formerly NJPA), and Omnia Partners Contract (formerly US Communities) and authorizing the Executive Director or his designee to execute document and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any other questions from the Commissioners or the public.

- Commissioner Miller asked: If the goods were tangible, have this type of service been used before?
- Jasmine Kee informed Commissioner Miller that the goods were tangible and this type of service was used in the past.



Commissioner Person-Polk entertained a Motion to accept Resolution 20-17.

- 1) Motion – Commissioner Soria Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-18** - Resolution authorizing a contract between the Housing Authority of the City of Camden (HACC) and Errol Shorter & Associates to provide Grand Consulting and Planning services, authorizing an expenditure of funds in an amount not to exceed \$17,000.00 and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if the Commissioners had any questions on the Resolution 20-18; any questions from the public: no questions from the public.

- Commissioner Miller asked: If Errol Shorter & Associates have been used in the past for the same services that are currently being considered; has this contractor proven that they have been able to acquire large format grants for the Housing Authority?
- Jasmine Kee informed Commissioner Miller that Errol Shorter & Associates services have been used in the past for the same services and have acquired grants for the Housing Authority.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-18.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-19** – Resolution authorizing a contract between the Housing Authority of the City of Camden (HACC) and KMD Business Consultants to provide Procurement Consulting services authorizing and expenditure of funds in an amount not to exceed \$90,000.00 and authorizing the Executive Director or his designee to execute and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if the Commissioners had any questions on the Resolution 20-19; any questions from the public: no questions from the public.

- Commissioner Miller asked: Is this contract a fair and open contract or a non-fair and open contract; what is non-fair and open and why it is pertinent to this particular contract?
- Sadyhe Bradley informed Commissioner Miller that this vendor was procured under a non-fair and open contract; the non-fair and open process is a law that permits agencies to award contracts without using public bidding or an RFP process, this vendor was selected by a non-fair and open process because of their reputation and their familiarity with the Housing Authority and the services that were successfully provided.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-19.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**Resolution 20-20** – Resolution authorizing a contract between the Housing Authority of the City of Camden (HACC) and LGB Mechanical for the replacement of 66 HVAC systems and hot water heaters in all 66 units at Chelton Terrace, Phase 1, authorizing an expenditure of funds in an amount not to exceed \$654,316.00 and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if the Commissioners had any questions on the Resolution 20-20; any questions from the public: no questions from the public.

- Commissioner Miller asked: If Chelton Terrace Phase 1 are single family homes and what is the age of the buildings?
- Chelton Terrace Phase 1, are single family homes and are at least 15 years old.

Commissioner Person-Polk entertained a Motion to accept Resolution 20-20.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria Perez
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**PRESENTATION OF THE MANAGERS**

Tyrekia Bradley, Property Manager, Pennrose, Roosevelt Manor and Baldwin’s Run.  
Ronald Spence, Assistant Property Manager at Mickle, Kennedy, & Westfield Towers.  
Geraldine Taylor, Property Manager, Ablett Village.  
Lakita Frederick, Assistant Property Manager, Ablett Village.

**PUBLIC PARTICIPATION**

Phone participations from the public: None

John Kostyal, HR Manager with the Housing Authority of the City of Camden, presented personnel proposals;

- Fulltime Property Manager for the Asset Management department, this promotion was to fill a vacant position, the selected candidate was promoted on March 23, 2020; and is subject to ratification by the Board of Commissioners.
- Part-time Staff Attorney, for the Legal Department, this appointment is to fill a new position, the selected candidate began employment on January 21, 2020; and is subject to ratification by the Board of Commissioners.
- Family Self Sufficiency Coordinator, this appointment is to fill a vacant position and the selected candidate began employment on February 20, 2020, and is subject to ratification by the Board of Commissioners.
- Part-time Construction Manager, for the Modernization Department, this position is to fill a new position, the selected candidate began employment on February 28, 2020, and is subject to ratification by the Board of Commissioners.
- Full-time Relocation Specialist, this appointment is to fill a vacant position and the selected candidate was promoted to this position March 6, 2020, and is subject to ratification by the Board of Commissioners.

Commissioner Person-Polk entertained a Motion to accept all the proposed personnel to their respective positions: Property Manager, Staff Attorney, Family Self Sufficiency Coordinator, Construction Manager and the Relocation Specialist.

- 1) Motion – Commissioner Soria Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Commissioner Person-Polk entertain a Motion to adjourn the Regular Meeting of the Board of Commissioners.

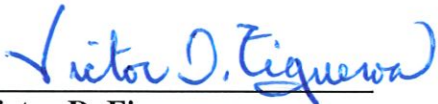
- 1) Motion – Commissioner Soria Perez
- 2) Seconded – Commissioner Quiñones
- 3) Roll Call Vote

Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

**ADJOURNMENT: 8:39PM**

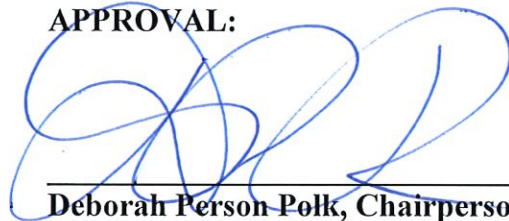
**Attested to this 15<sup>th</sup> day of April 2020.**

**ATTEST:**



**Victor D. Figueroa**  
**Executive Director**

**APPROVAL:**



**Deborah Person-Polk, Chairperson**  
**Board of Commissioners**