

HOUSING AUTHORITY OF THE CITY OF CAMDEN
MINUTES OF THE VIRTUAL REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF CAMDEN
WEDNESDAY, NOVEMBER 18, 2020

The Board of Commissioners of the Housing Authority of the City of Camden met for a Virtual Regular Meeting on Wednesday, November 18, 2020, at 5:40 PM, E.S.T.

Those present were as follows:

Present: Commissioner Patricia Cunningham
Commissioner Cameron Hudson
Commissioner Alan Miller
Commissioner Nohemi Soria-Perez
Commissioner Louis Quiñones
Commissioner Deborah Person-Polk

In Attendance: Mr. Victor D. Figueroa, Executive Director
Charles Valentine, Director of Modernization
Cristal Holmes-Bowie, Esq., Michael A. Armstrong &
Associates, LLC
Sadyhe Bradley, General Counsel
Wanda Riley, Director of Asset Management
Edith Pagan, Director of Resident Initiatives
Melody Johnson-Williams, Director of HCV
Dwayne Tucker, Interim Finance Director
Jasmine Kee, Purchasing Specialist
John Kostyal, Human Resources Manager
Reba V. Hicks, Exec. Asst. to the Executive Director
Nathyya Soto, Executive Secretary
Dorixe DeJesus, Executive Secretary Assistant

OPENING REMARKS

Victor D. Figueroa welcomed everyone to the virtual meeting. He advised that all calls are muted on entry. To be seen, participants need to turn on the video of your OfficeSuite dashboard. To speak, he advised to click on the tab to "raise their hand" at the bottom of the Participant list – only during Public Participation or during presentation of Resolutions and after being called upon. He further stated that if they are unmuted by the Chairwoman or him and then they mute themselves, they could only be unmuted again by the Chairwoman or him, after electronically raising their hand again to be acknowledged. He then repeated the statement in Spanish.

Commissioner Person-Polk asked for the flag salute. The invocation and Pledge of Allegiance was given at 5:42 PM by Charles Valentine.

Commissioner Person-Polk advised that the solicitor will call the meeting to order.

MEETING CALLED TO ORDER

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC., stated that the Virtual Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, November 18, 2020, at 5:40 PM, was duly advertised in accordance to the Open Public Meetings Act, Chapter 231 of Public Law 1975. Adequate notice for the meeting was provided by advertising on November 13, 2020, in the *Courier Post* 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	Here
	Commissioner Keys Frazier	<u>Absent</u>
	Commissioner Hudson	Here
	Commissioner Miller	Here
	Commissioner Soria-Perez	Here
	Commissioner Quiñones	Here
	Commissioner Person-Polk	Here

Victor D. Figueroa: Quorum met.

APPROVAL OF MINUTES

Commissioner Person-Polk asked for approval of the Minutes of the Regular meeting held on Wednesday, October 21, 2020, by a motion.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Hudson
- 3) Vote

Commissioner Cunningham	Yes (did not attend – corrected to Abstain)*
Commissioner Hudson	Yes
Commissioner Miller	Abstain (did not attend)
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

Mr. Figueroa asked about taking a vote on the previously tabled Minutes of the Regular meeting vote when the quorum hadn't been met to approve the Minutes from the meeting held on Wednesday, August 26, 2020.

Commissioner Person-Polk asked for approval of the previously tabled Minutes of the Regular meeting held on Wednesday, August 26, 2020, by a motion.

- 1) Motion – Commissioner Cunningham
- 2) Seconded – Commissioner Soria-Perez
- 3) Vote

Commissioner Cunningham	Abstain (did not attend)
Commissioner Hudson	Abstain (did not attend)
Commissioner Miller	Yes
Commissioner Soria-Perez	Yes
Commissioner Quifiones	Yes
Commissioner Person-Polk	Yes

EXECUTIVE DIRECTOR’S REPORT

Mr. Figueroa added a few statements that weren't in his Executive Director's Report.

He updated the COVID-19 situation at the Authority. Some staff members have tested positive, and in light of the numbers surging in the State of New Jersey, inclusive of Camden County where it's been considered a hotspot, 400 positive cases in Camden County, the office was closed for regular business. They are still providing the ALP services on a regular schedule. Security guards at the Towers are on their regular schedules and maintenance staff are responding to regular calls. They were responding to emergency calls and continued rehab work in the vacant units. The rest of the staff that can't go to work are teleworking. They're continuing to (INAUDIBLE).

He acknowledged Ronald Spence who took his Nan McKay exam and congratulated him for passing that exam.

He also acknowledged the staff for their hard work and perseverance during these trying times, stating it was difficult not knowing if you're coming to the office or if you're teleworking. He commended the staff for their hard work and perseverance. He further acknowledged the Commissioners for their understanding, guidance, and persistence in these trying times. The support was appreciated and he thanked the Commissioners on behalf of the staff as well.

***He stated that resignations will be left for later discussion in the meeting.

Commissioner Person-Polk asked to entertain a motion to accept the Executive Director’s Report for October 2020.

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

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

NEW BUSINESS

RESOLUTIONS

Resolution 20-53 – Commissioner Person-Polk asked to entertain Resolution 20-53 authorizing us to go into Closed Session for the Board of Commissioners on Wednesday, November 18, 2020.

Entertain a Motion to accept Resolution 20-53 for a Closed Session Resolutions.

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

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

CLOSED SESSION

Mr. Figueroa muted everyone for Closed Session.

Entertain a Motion to come out of Closed Session

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

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

Victor D. Figueroa stated they are back in public session.

Resolution 20-54 – Dwayne Tucker, Finance Director. Resolution 20-54 is a resolution approving the Housing Authority of the City of Camden's payment registers for the month of October 2020.

Commissioner Person-Polk asked if there were any questions from the commissioners.

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

Entertain a Motion to accept Resolution 20-54.

- 1) Motion – Commissioner Cunningham
- 2) Seconded – Commissioner Hudson
- 3) Roll Call

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

Resolution 20-55 – Jasmine Kee, Purchasing Specialist. Resolution 20-55 is a resolution authorizing the contract for snow removal services, authorizing an expenditure of funds in an amount not to exceed \$84,000, for a term not to exceed one year with the option to renew the contract for possible two-year extensions, renewed annually and authorizing the Executive Director or his designee to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the commissioners.

- (a) Commissioner Miller asked what last year's not to exceed amount was. *Last year's not to exceed was \$59,211.23.* Also asked for an explanation of why they are in the situation where they are having a contract that far exceeds the not to exceed amount

that was approved last year at this late date. *As discussed in closed session, this type of service was solicited in the one and half years since I've been in this position as well as the prior purchasing manager. This service is tough. So I don't think any fault, again, we were under contract last year there was no fault to the agency. What we do have planned, as mentioned, is to do both, snow removal services and landscaping, so we think that will turn things around. It wasn't any fault to the agency.* He stated that he didn't indicate that there was a problem with the agency. His concern was with the timing. He asked combining services will be done when, in the early spring? *I don't have a date when we will put that solicitation out, but I can provide you that information once we have it.* He suggested that it's done sooner than later, especially if looking to combine services over a 12-month period. Also suggested talking to the city or any other public or county entity that it is in the City of Camden and seeing if they can go into the economies of scale with a joint purchasing contract. Ms. Kee stated *Thank you. I'll take note of it.*

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

Entertain a Motion to accept Resolution 20-55.

- 1) Motion – Commissioner Hudson
- 2) Seconded – Commissioner Cunningham
- 3) Roll Call

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

Resolution 20-56 – Dwayne Tucker, Finance Director. Resolution 20-56 is a resolution authorizing the expenditure of funds for a bonus for the Executive Director for the 2019-2020 contract year.

Commissioner Person-Polk asked if there were any questions from the commissioners.

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

Entertain a Motion to accept Resolution 20-56.

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

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

PUBLIC PARTICIPATION

No public participation.

*Commissioner Miller left the meeting.

Commissioner Person-Polk stated she wants everyone to stay safe. Stated that the Authority has gone through a lot with COVID and commissioners and their staff have done an excellent job going through that remotely, changing plans, closing buildings, protecting residents. Also stated that Victor and his staff have done an excellent job.

Commissioner Person-Polk stated that one of the commissioners is leaving. Stated she's sad about it and that she will be missed. Stated she was an excellent well of information and knowledge.

Victor D. Figueroa stated that they're all sad.

Commissioner Cunningham stated that it's been a great experience, she's enjoyed it, she will miss everyone, and that she would not be leaving if it wasn't for her health. She'll be coming to some of the board meetings. She will be supportive. She stated Housing Authority has done a fantastic job and didn't realize how many different things they did and how well they treated their people. Sorrowfully she has to go but will be around.

Victor D. Figueroa stated they will still have activities once the pandemic is over.

Commissioner Cunningham stated she'll volunteer again after the pandemic and likes the activities. She stated she has no hard feelings towards Mr. Miller.

Victor D. Figueroa thanks the commissioners for passing Resolution 20-56.

Entertain a Motion to adjourn the Regular Meeting of the Board of Commissioners.

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

Commissioner Cunningham	Yes
Commissioner Hudson	Yes
Commissioner Miller	(left the meeting)
Commissioner Soria-Perez	Yes
Commissioner Quiñones	Yes
Commissioner Person-Polk	Yes

ADJOURNMENT: 6:58 PM


Attested to this 18th day of November 2020.

ATTEST:



Victor D. Figueroa
Executive Director

APPROVAL:



Deborah Person Polk, Chairperson
Board of Commissioners