

**HOUSING AUTHORITY OF THE CITY OF CAMDEN**  
VIRTUAL REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
WEDNESDAY, JANUARY 20, 2021

The Board of Commissioners of the Housing Authority of the City of Camden met for a Virtual Regular Meeting on Wednesday, January 20, 2021, at 5:32 PM, E.S.T. Mr. Chuck Valentine began the meeting with an invocation and a Pledge of Allegiance to the flag.

Those present were as follows:

Present: Commissioner Cameron Hudson  
Commissioner Alan Miller  
Commissioner Nohemi Soria-Perez  
Commissioner Luis Quifiones  
Commissioner Deborah Person-Polk

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

**MEETING CALLED TO ORDER**

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC., stated that in the future if there is not going to be a Caucus Meeting, there will be a notice that the meeting has been canceled.

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, January 20, 2021, at 5:30 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 the full yearly 2021 public notice of meetings on January 15, 2021, in the *Courier*

Post, in the appropriate places, and to the appropriate personnel as required by law and is, therefore, called to order:

Victor D. Figueroa stated that the meeting is being recorded.

Commissioner Person-Polk: Roll Call.

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

Mr. Figueroa stated that there was a quorum.

### **APPROVAL OF MINUTES**

Commissioner Person-Polk asked for approval of the Minutes of the Regular Meeting held on Wednesday, November 18, 2020, and the Special Meeting held on Wednesday, January 6, 2021.

There was discussion regarding approving minutes separately, but because all commissioners were at both meetings, the minutes were approved together.

- 1) Motion – Commissioner Soria-Perez
- 2) Seconded – Commissioner Quiñones
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

### **OLD BUSINESS**

No Old Business.

### **EXECUTIVE DIRECTOR'S REPORT**

Commissioner Person-Polk asked for a motion to approve the Executive Director's Report for November 2020 and December 2020.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria- Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

### NEW BUSINESS

Mr. Figueroa stated that in addition to the Executive Director's Report, a lot had transpired in the last few days and weeks; and it's been difficult to focus on the routine and regular. He wished a Happy New Year to those he hasn't seen. He stated that with the Inauguration, they could look forward to a new administration and moving things forward dealing with the pandemic and he thanked his staff for persevering and doing their job as expected in spite of the pandemic and difficult times.

Stated that there were difficulties at the Towers with no water, to no heat, to both for a week and a half, and most recently at Kennedy with no water overnight. American Water came out and said everything was fine. It was discovered that work being done on Boyd Street on the water main had not included Kennedy Tower. Stated that everything was back in order at all three high rises. Thanked the staff, especially Wanda and her staff, Lakita, and William for being there for that.

He thanked Chuck for following up on this, but an article in the *New York Times* showed where home prices were rising the most; and out of 20 metro areas, Camden, New Jersey, was rated number 5 on the list. Camden was improving and that in one year Camden went up by 20%. Stated it was good for any seller. He congratulated the city and believed that the developments incorporated into the neighborhoods have been a big part of that. He would send the link to all staff and commissioners.

Reiterated that CAMcare was providing a vaccine to the staff and to the commissioners, not available to family members, but it is available staff individually. Stated that if you get your first vaccination at CAMcare, you have to do the second one 28 days later at the same place and that doses have to be consistent, the same dose, and 28 days apart.

**RESOLUTIONS**

**Resolution 21-04** – Edith Pagan, Director of Resident Initiatives. Resolution approving the transaction authorizing applications for grants for Fiscal Year 2021 for federal and nonfederal grants and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa saw none.

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

- (a) Commissioner Miller wanted to know if they have dates that the grant applications are due. *Yes. Could you please send those dates to the Commissioners? They're not in the backup material. Yes, I will. They do have dates.*

Commissioner Person-Polk asked if there were any other questions from the commissioners. Seeing none, she entertained a motion to accept Resolution 21-04.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-05** – Wanda Riley, Asset Manager. Resolution 21-05 is a resolution requesting the approval of the amendment of the Public Housing Admissions and Continued Occupancy Policy (ACOP) to reflect and establish the New Utility Allowances for Fiscal Year 2021 for certain Asset Management Properties and the Executive Director's or his designee's authorization to execute documents and to do all things necessary to effectuate the transaction.

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

- (a) Eric ??? stated that he is new to this. He's a local contractor who wants to provide housing for HUD. Is there to listen in and see how he can help.

Mr. Figueroa stated there were no more questions from the public. Commissioner Person-Polk asked if there were any questions from the commissioners.

Entertained a Motion to accept Resolution 21-05.

- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Soria-Perez
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-06** – Sadyhe Bradley, General Counsel. Resolution 21-06 is a resolution requesting the authorization for the appointment of Executive Director, Victor D. Figueroa, to serve as the Housing Authority of the City of Camden's Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund, allowing him to executive all documents necessary to complete that service on this Commission.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa stated none from the public.

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

Entertained a Motion to accept Resolution 21-06.

1. Motion - Commissioner Soria-Perez
2. Seconded – Commissioner Hudson
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-07** – Edith Pagan, Director of Resident Initiatives. Resolution ratifying the transaction and authorizing the purchase of two vehicles consisting of a 2020 Ford Transit 350 Passenger Extra Large Handicap and 2021 Nissan Altima, four-door front-wheel drive sedan for a total of \$61,049.71 and authorizing the Executive Director or his designee to execute documents and do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa stated no questions from the public.

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

(a) Commissioner Miller asked what is happening to the vehicles that these are replacing? *Mr. Figueroa stated that they are turning over the fleet and bringing in newer vehicles. The older vehicles will be sold by Enterprise, and the proceeds will be used for replenishing and updating the fleet. So these are replacement vehicles, correct? Yes, pretty much. No handicap vehicle in a while, and the residents would be ecstatic. Everyone had been clamoring for a vehicle like this for years and hadn't been a chance to replace the one taken from the fleet for needed repairs and age. The sedan will be used by Plus staff and Choice Neighborhood staff to take away the wear and tear on the 15-passenger vehicle when only 1 or 2 residents need to be transported. So the van is replacing a van, but the sedan is a new vehicle that's not replacing an older one, is that correct? The Dodge Stratus is being removed from the fleet. It's an old vehicle and it's no longer of any use.*

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

Entertained a Motion to accept Resolution 21-07.

1. Motion – Commissioner Soria-Perez
2. Seconded – Commissioner Hudson
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-08** – Commissioner Person-Polk. Resolution 21-08 is a resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, January 20, 2021.

Entertained a Motion to go into Closed Session.

1. Motion – Commissioner Hudson
2. Seconded – Commissioner Soria-Perez
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

## CLOSED SESSION

**Resolution 21-09 and 21-10** – Dwayne Tucker, Finance Director. Resolution 21-09 and 21-10 are resolutions approving the Housing Authority of the City of Camden payments in the months of November and December.

Commissioner Person-Polk asked if there were any questions from the public. No other questions from the public.

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

Entertained a Motion to accept Resolutions 21-09 and 21-10.

1. Motion – Commissioner Quiñones
2. Seconded – Commissioner Hudson
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-11** – Jasmine Kee, Purchasing Specialist. Resolution 21-11 is a resolution ratifying the contract for Housing Quality Standards (HQS) and Rent Reasonableness Inspections, an expenditure of funds in an amount not to exceed \$13,000 and authorizing Executive Director to execute documents and to do all things necessary to effectuate the transaction. **Corrected amount to \$18,900.**

Mr. Figueroa stated there were no questions from the public.

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

- (a) Commissioner Miller asked if he could be supplied the cost breakdown of the entity that was not recommended for this. *The entity that wasn't recommended wasn't recommended only because they didn't submit all the documents. They didn't respond to the proposal. Would you still like it even in regards to that?* No, if they did not submit a completed response, then, no, they weren't in consideration. This was the only entity that was in consideration. *Correct. But we did receive two proposals, which is why they're listed.* Thank you, full disclosure is always good.

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

Entertained a Motion to accept Resolution 21-11 as amended in the amount of \$18,900.

1. Motion – Commissioner Hudson
2. Seconded – Commissioner Quiñones
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Soria-Perez	Yes, with the amendment
	Commissioner Quiñones	Yes, with the amendment
	Commissioner Person-Polk	Yes, with the amendment

**Resolution 21-12** – Jasmine Kee, Purchasing Specialist.

Commissioner Person-Polk asked if there were any other questions.

Mr. Figueroa asked if there were any questions from the public. No raised hands.

Commissioner Person-Polk asked if the commissioners had any questions.

- (a) Commissioner Miller asked if someone could supply him with the billing rates of the entity that is not chosen. *Commissioner Person-Polk stated that Jasmine said yes. He stated that they're in Public Session, so he needs to get it on the record. Jasmine said, "Yes, sure."*

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

- (b) Commissioner Quiñones asked if he could also get the same records that Mr. Miller asked for. *Commissioner Person-Polk stated that they will be given to all the commissioners.*

Entertained a Motion to accept Resolution 21-12.

1. Motion – Commissioner Soria-Perez
2. Seconded – Commissioner Hudson
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	Yes (Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-13** – Jasmine Kee, Purchasing Specialist. Resolution 21-13 is a resolution ratifying the contract for Labor and Employment Counsel services, an expenditure of funds in an amount



not to exceed \$60,000, and authorizing Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa saw no questions.

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

Entertained a Motion to accept Resolution 21-13.

1. Motion – Commissioner Quiñones
2. Seconded – Commissioner Soria-Perez
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-14** – Jasmine Kee, Purchasing Specialist. Resolution 21-14 is a resolution ratifying the contract for a Mixed Finance RAD attorney, not to exceed \$98,000, for a one-year term and authorizing the Executive Director to execute documents and to do all things necessary to effectuate the transaction.

Commissioner Person-Polk asked if there were any questions from the public. Mr. Figueroa saw none.

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

Entertained a Motion to accept Resolution 21-14.

1. Motion – Commissioner Soria-Perez
2. Seconded – Commissioner Quiñones
3. Moved and seconded. Roll Call

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-15** – Jasmine Kee, Purchasing Specialist. Resolution 21-15 is a resolution ratifying the transaction, authorizing indefinite quantities contracts with architectural and engineering firms for general services for a term not to exceed one year, authorizing an expenditure of capital funds in a maximum aggregate amount not to exceed \$200,000 for each year of the contracts, and authorizing 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 public. Mr. Figueroa saw none.

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

Entertained a Motion to accept Resolution 21-15.

1. Motion – Commissioner Soria-Perez
2. Seconded – Commissioner Hudson
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-16** – Jasmine Kee, Purchasing Specialist. Resolution 21-16 is a resolution authorizing a contract extension between the Housing Authority of the City of Camden and Errol Shorter & Associates to provide grant consulting and planning services from December 31, 2020, until February 15, 2021, 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 public. Mr. Figueroa saw none.

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

Entertained a Motion to accept Resolution 21-16.

1. Motion – Commissioner Quiñones
2. Seconded – Commissioner Soria-Perez
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**Resolution 21-17** – Jasmine Kee, Purchasing Specialist. Resolution 21-17 is a resolution authorizing the contract change order No. 1 for Jones Masonry Restoration Corporation for adjustment to the contract for additional project revisions 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 public. Mr. Figueroa saw none.

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

Entertained a Motion to accept Resolution 21-17.

1. Motion – Commissioner Hudson
2. Seconded – Commissioner Quiñones
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

### PERSONNEL ACTIONS

John Kostyal, Human Resources Manager. It is proposed that the selected candidate be appointed to the position of Career Navigator for the Housing Authority Resident Initiatives Department on a full-time basis and an annual salary rate of \$52,000. This appointment is to fill a new grant-funded position. The selected candidate has been hired on December 10, 2020, subject to ratification by the Housing Authority Board of Commissioners.

It is proposed that the selected candidate be appointed to the position of Security Personnel Supervisor for the Housing Authority Asset Management Department on a full-time basis at an annual salary rate of \$40,000. This appointment is to fill a new position. Selected candidate has been hired on December 17, 2020, subject to ratification by the Housing Authority Board of Commissioners.

It is proposed that the selected candidate be appointed to the position of Administrative Assistant for the Housing Authority Modernization Department on a full-time basis at an annual salary rate of \$35,000. This appointment is to fill a new position. Selected candidate has begun employment on January 7, 2021, subject to ratification by the Housing Authority Board of Commissioners.

It is proposed that the selected candidate be appointed to the position of Management Assistant Confidential for the Housing Authority Asset Management Department on a full-time basis at an annual salary rate of \$31,000. This appointment is to fill a new position. The selected candidate is scheduled to begin employment on January 14, 2021, subject to ratification by the Housing Authority Board of Commissioners.

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

Entertained a Motion to accept the Security Personnel Supervisor, Administrative Assistant, Management Assistant Confidential, and Career Navigator.

1. Motion – Commissioner Quiñones
2. Seconded – Commissioner Hudson
3. Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

Entertained a Motion to adjourn.

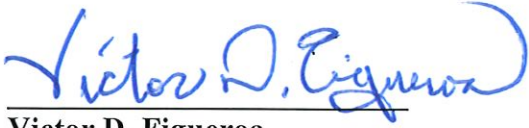
- 1) Motion – Commissioner Quiñones
- 2) Seconded – Commissioner Hudson
- 3) Moved and seconded. Roll Call:

Mr. Figueroa:	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Yes
	Commissioner Miller	(Left meeting)
	Commissioner Soria-Perez	Yes
	Commissioner Quiñones	Yes
	Commissioner Person-Polk	Yes

**ADJOURNMENT: 7:04 PM**

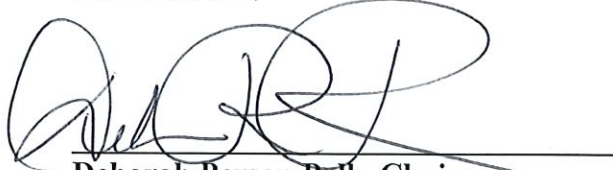
**Attested to this 20<sup>th</sup> day of January 2021.**

**ATTEST:**



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

**APPROVAL:**



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