

THE HOUSING AUTHORITY OF THE CITY OF CAMDEN
VIRTUAL REGULAR MEETING OF THE BOARD OF COMMISSIONERS
WEDNESDAY, DECEMBER 15, 2021

The Board of Commissioners of the Housing Authority of the City of Camden (HACC) met for a Virtual Regular Meeting on Wednesday, December 15, 2021, at 5:30 PM, E.S.T.

Mr. Victor Figueroa gave instructions and rules for participating in the virtual meeting in English and in Spanish. Commissioner Deborah Person-Polk welcomed everyone to the meeting. Mr. Chuck Valentine began the meeting with an invocation and a Pledge of Allegiance to the flag.

Those present were as follows:

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

In Attendance: Victor D. Figueroa, Executive Director
Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC
Sadyhe Bradley, General Counsel
Charles Valentine, Director of Modernization
Edith Pagan, Director of Resident Initiatives
Melody Johnson-Williams, Director of HCV Program
Wanda Riley, Asset Manager
Dwayne Tucker, Interim Finance Director
William Spearman, Operations Manager
John Kostyal, Human Resources Manager
Jasmine Kee, Purchasing Specialist
Rosie F. Brown, Asst. to the Executive Director
Nathyya Soto, Executive Secretary
Dorixe De Jesus, Executive Secretary Assistant
Lisa Richardson, Staff Attorney
Michael Dugger, ALP Administrator
Ms. Lakita Frederick, Property Manager (Senior High-rises)
Ms. Leslie Fisher, Management Assistant
Michelle Washington, Property Manager (Chelton Terrace)
Geraldine Taylor, Property Manager (Ablett Village)
Melissa Ruiz, Assistant Property Manager (Senior High-rises)
Ms. Rhonda Wardlow-Hurley, HACC
Marquell Tate, Assistant Manager (Pennrose)
Laverne William
Dawn Vance

MEETING CALLED TO ORDER

Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Associates, LLC., stated that Virtual Regular Meeting of the Housing Authority of the City of Camden Board of Commissioners for Wednesday, December 15, 2021, was held in accordance with the Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975. Adequate notice was properly given in the newspaper and the on the website of the meeting, agenda, and notice in the common areas of the Housing Authority. The meeting was called to order.

Commissioner Person-Polk:	Roll Call.	
Mr. Figueroa:	Commissioner Soria-Perez	Here
	Commissioner Keys Frazier	Absent
	Commissioner Hudson	Present
	Commissioner Miller	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 Special Meeting held on Tuesday, October 12, 2021, and asked to entertain a motion.

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

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

Commissioner Person-Polk asked for approval of the Minutes of the Regular Meeting held on Wednesday, October 20, 2021, and if there were any questions. Seeing none, she asked to entertain a motion to accept the approval of the Minutes of this meeting.

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

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

OLD BUSINESS

Mr. Figueroa stated that he had no Old Business at this time.

EXECUTIVE DIRECTOR'S REPORT

Commissioner Person-Polk asked for approval of the Executive Director's Reports for October and November of 2021.

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

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

Mr. Figueroa recognized, congratulated, and thanked the Jobs Plus team, Edith Pagan and Ronelle Brown, as they were recognized and awarded the Partner of the Year Award by the Salvation Army Kroc Center on November 17, 2021.

He stated that the residents had received food, and the city provided turkeys to all senior high-rises for Thanksgiving. He thanked the staff who assisted with that.

Amazon had a job fair on December 8 and another one December 16th. Job fairs are being starting again with different partners to help residents obtain jobs.

Vaccinations and boosters were being given at all high-rises. On December 9th they provided vaccinations and boosters at the Senior high-rise at Westfield Tower and at Baldwin's Run Senior. On December 10th, Cooper Hospital University Healthcare provided seniors at Kennedy and Mickle with vaccinations or boosters as well. He thanked all partners, including Rutgers and Cooper Hospital, for these endeavors.

CARES Act funds were received to prepare for, preventing of, and responding to the COVID-19 pandemic. All funds were expended by the end of December 2021, as required. He thanked HUD for those funds for help in the pandemic.

Commissioner Miller asked if the Amazon Job Fair was just for the HACC residents, where it was held, how many people and companies attended. Mr. Figueroa stated it was open to the community but was geared towards the public housing residents. Mrs. Edith Pagan stated that it was at Ablett Village and Branch Village and that she would get the information on the statistics.

Commission Miller asked how much CARES funds were obtained and where were they spent. Mr. Figueroa stated he believed it was \$1.1 million spent on PPEs and things related to preparing, preventing, and responding to COVID. Suggested Dwayne Tucker would have a more accurate

number. Commissioner Person-Polk suggested that Mr. Figueroa provide the information to the Commissioners for the sake of time.

Mr. Figueroa stated that 43 Emergency Housing vouchers were received from HUD, have MOUs with Center for Family Services, CPAC, and soon to be with VOA, and they've already started processing the applicants.

Watson Street, the New Hope offices at the Baldwin's Run Community Center have been prepared and are ready; and a new Property Manager was hired, Philip Weiss, and was welcomed.

He stated there was a shooting homicide at McGuire Gardens being handled by the police. He's been in close communication with Dawn Vance, the Regional Manager for the Michaels Organization overseeing that site, as well as Captain Vivian Coley. The case was solved and a warrant out for an arrest with increased patrols at the site, the funeral, and the repass scheduled.

He stated that they're keeping an eye on the new surge of the COVID-19 pandemic, with the Delta and Omicron variants. They've adapted and improvised as necessary the last two years as needed. They're getting mixed suggestions to either telework and shut down or continue, as they've been doing, with a hybrid of teleworking/working in person. All in-person appointments are by appointment only and must be prescheduled. They're following the governor and the City of Camden for their lead.

NEW BUSINESS

RESOLUTIONS

Resolution 21-68 – Rosie Brown. Resolution 21-68, establishing the date of Caucus Meetings for the HACC as the third Wednesday of every month for the calendar year 2022 and authorizing the Executive Director, or his designee, to do all things necessary to effectuate this authorization.

Commissioner Person-Polk asked if there were any questions on Resolution 21-68 from the public. Commissioners. None.

Entertain a Motion to accept Resolution 21-68.

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

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

Resolution 21-69 – Rosie Brown. Resolution 21-69 establishing the date of Regular Board Meetings for the HACC as the third Wednesday of every month for the calendar year 2022 and

authorizing the Executive Director, or his designee, to do all things necessary to effectuate this authorization.

Commissioner Person-Polk asked if there were any questions on Resolution 21-69 from the public. Commissioners. None.

Entertain a Motion to accept Resolution 21-69.

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

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

Resolution 21-70 – Wanda Riley, Asset Manager of HACC. Resolution 21-70 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 FY2022 for certain Asset Management Properties and authorizing the Executive Director's, or his designee's, to execute documents and to do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if there were any questions on Resolution 21-70 from the public. Commissioners. None.

Entertain a Motion to accept Resolution 21-70.

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

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

Due to being on the regular phone, Laverne Williams asked a question late for Resolution 21-70 about utility allowance. She requested how much it was, and when it goes into effect. Ms. Riley stated the amounts were different according to each site and bedroom size. She stated it would go into effect January 1. Ms. Williams asked for a copy of the utility allowance.

Resolution 21-71 – John Kostyal, Human Resources Manager for the HACC. Resolution 21-71 is a resolution authorizing and approving the amendment of FY2021 holiday schedule and establishing the holiday schedule for FY2022 for the HACC and authorizing the Executive Director, or his designee, to do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if there were any questions on Resolution 21-71 from the public. Commissioners.

Commissioner Miller asked John to explain what the amendment to the 2021 holiday schedule is for the public. Mr. Kostyal explained that when the 2021 resolution was passed, it did not include the New Year's Day for 2022, falling on Friday, December 31, 2021. So, in compliance with the current Human Resource policy manual, subsection 401 indicates that if the holiday falls on a Saturday, the preceding Friday shall be observed by the Housing Authority. So that's the amendment moving to New Year's Day of 2022 into 2021.

Commissioner Person-Polk asked if there were any other questions. None.

Entertain a Motion to accept Resolution 21-71.

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

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

Resolution 21-72 – Dwayne Tucker, Finance Director for the HACC. Resolution 21-72 is a resolution approving the HACC payment register for the month of October 2021.

Commissioner Person-Polk asked if there were any questions on Resolution 21-72 from the public. Ms. Laverne Williams asked what was the payment register in public housing? Mr. Tucker explained that in public housing, there were expenditures of \$734,937.76.

Commissioner Person-Polk asked if there were any questions on Resolution 21-72 from the commissioners? None.

Entertain a Motion to accept Resolution 21-72.

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

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

Resolution 21-73 – Dwayne Tucker, Finance Director for the HACC. Resolution 21-73 is a resolution approving the HACC payment register for the month of November 2021.

Commissioner Person-Polk asked if there were any questions on Resolution 21-73 from the public. Ms. Laverne Williams asked what was the money in the books? Mr. Tucker explained that in public housing operations, there were expenditures of \$763,160.55.

Commissioner Person-Polk asked if there were any other questions on Resolution 21-73 from the public. Commissioners. None.

Entertain a Motion to accept Resolution 21-73.

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

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

Resolution 21-75 – Commissioner Person-Polk asked to entertain 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 Soria-Perez	Yes
	Commissioner Hudson	Yes
	Commissioner Miller	Yes
	Commissioner Person-Polk	Yes
	Commissioner Keys Frazier	Absent

Mr. Figueroa stated going into Closed Session at 6:04 PM.

CLOSED SESSION

Commissioner Person-Polk asked to entertain a motion to come out of Close.

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

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

Mr. Figueroa stated out of Closed Session. 7:23 PM.

Resolution 21-76 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-76 is a resolution authorizing a contract for Mixed Finance RAD Counsel, not to exceed \$98,000 for a one-year term, and authorizing the Executive Director, or his designee, to execute documents and do all things necessary to effectuate the transaction(s).

Commissioner Person-Polk asked if there were any questions on Resolution 21-76 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked what was meant by Mixed Finance RAD program? They're paying \$98,000 for the counsel, Reno & Cavanaugh for this issue?. Ms. Kee explained that was correct, the not-to-exceed amount was \$98,000. Mixed Finance RAD is an attorney that helps with real estate transactions. Ms. Williams asked if this was the first time applying for this type of money? Has it increased from last year, or a couple of years ago? Ms. Kee said, "It has not."

Commissioner Person-Polk asked if there were any questions on Resolution 21-76 from the public?

Commissioners Person-Polk asked if there were any questions from the Commissioners?

Mr. Miller said, yes, I have a couple of questions. This request for proposals, as Ms. William indicated or asked about mixed financing, for the RAD, is there somebody on the call that could explain, for the record, what the Rental Assistance Demonstration program is and why we're hiring an outside consultant or attorney for this program? Ms. Kee stated there was, and deferred to Chuck Valentine, Director of Modernization for the HACC, on this. Mr. Valentine stated the attorney would assist in real estate transactions, specifically for all RAD transactions, Rental Assistance Demonstration program, changing the public housing developments to project-based Section 8 developments, so the subsidy platform changes. It's a regulated HUD program, it's the only way HUD is recommending that housing authority's save their Affordable Housing portfolio by doing this conversion, and so we are proceeding in doing that, and there is a lot of legal documents that have to be done with HUD and Washington, in particular, and these attorneys are from Washington based firms who know the programs very well.

Laverne asked if there are Section 8 in this program, Mr. Chuck Valentine? When the development converts, from public housing to RAD, it becomes project based, section 8 subsidy. Ms. Laverne said, so it becomes project-based? Chuck said, "yes." Ms. Laverne stated she believed she now understood.

Commissioner Miller, so a follow-up is that the not-to-exceed amount we are considering for this year, what was the not-to-exceed for the prior year? Ms. Kee didn't have the prior year not-to-exceed, but what was spent in 2020. Commissioner stated, "that would be a start." Ms. Kee stated the prior year expenses for 2020, was \$26,667.66. In 2021, \$112,227.57 was spent.

Commissioner Miller asked Mr. Valentine where the source of these funds come from? Mr. Valentine stated twofold – directly from the HACC for development activity where they're taking some of the development into their inventory that were privately owned, and they are doing that by way of Watson Street. The HACC pays upfront and then we will be reimbursed after a RAD transaction, we'll reimburse the housing authority. The other larger ones like Ablett Village, with a large developer already selected, we negotiate with the developer when signing the co-developer agreement; and it is required that they pay all of our legal expenses in these transactions. For example, the first phase of Ablett is costing the developer \$75,000 for our legal fees.

Commissioner Person-Polk asked if there were any other questions on Resolution 21-76.

Entertain a Motion to accept Resolution 21-76.

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

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

Resolution 21-77 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-77 is a resolution authorizing a contract for Board Attorney services. An expenditure of funds in an amount not to exceed \$45,000 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 there were any questions on Resolution 21-77 from the public. Ms. Laverne Williams asked if the \$45,000 was based on attorney cases or how many jobs? Ms. Kee stated that the expenditure of funds would be board attorney services. Ms. Sadyhe Bradley stated it was based on many jobs that would have to be completed by the attorney.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-77 from the public. None. Commissioners.

Commissioner Miller asked who was the current board attorney and the last not-to-exceed amount for the last contract? Ms. Kee stated that the current board attorney is Michael E. Armstrong & Associates. \$21,351 has been spent in the last year.

Commissioner Person-Polk asked if there were any questions on Resolution 21-77 from the Commissioners? None.

Entertain a Motion to accept Resolution 21-77.

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

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

Resolution 21-78 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-78 is a resolution authorizing a contract for Labor and Employment Counsel services. An expenditure of

funds in an amount not to exceed \$60,000 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 there were any questions on Resolution 21-78 from the public. Ms. Laverne Williams asked if the \$60,000 would represent HACC employees or people who lost their jobs? Ms. Bradley stated it would not represent individuals who had lost their job. They would have to be actively working at the HACC. The HACC would be the primary client. Commissioner Person-Polk asked if there were any additional questions on Resolution 21-78 from the public. None. Commissioners. Commissioner Miller asked who was the current Labor and Employment attorney, the not-to-exceed amount, and how much was expended? Ms. Kee said it was Brown & Conner, LLP, the same as previous, and so far \$34,321.37.

Commissioner Person-Polk asked if there were any questions on Resolution 21-78 from the commissioners. None.

Entertain a Motion to accept Resolution 21-78.

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

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

Resolution 21-79 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-79 is a resolution authorizing a one-year contract extension for Information Technology (IT) Systems Maintenance and Repair Services, not to exceed \$110,000 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 there were any questions on Resolution 21-79 from the public, and to state your name and address for the record. Ms. Laverne Williams, 1655 Park Boulevard, questioned the \$110,000 for regular repair service. Ms. Kee provided Ms. Williams with a detailed response.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-79 from the public. None. Commissioners. Commissioner Miller asked since this was an extension contract, the initial contract was not to exceed \$112,995. This contract is for \$110,000. Was there a change of scope of service? Ms. Kee said the scope of service has not changed.

Commissioner Person-Polk asked if there were any questions on Resolution 21-79 from the Commissioners. None.

Entertain a Motion to accept Resolution 21-79.

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

3) Moved and seconded. Roll Call:

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

Resolution 21-80 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-80 is a resolution authorizing a one-year contract extension for cleaning services, not to exceed \$30,000, 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 there were any questions on Resolution 21-80 from the public, and to state your name and address for the record. Ms. Laverne Williams, 1655 Park Boulevard, questioned what cleaning services were provided. Ms. Kee explained it was for the agency and the community centers at a few sites, not all of them.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-80 from the public. None. Commissioners. Commissioner Miller stated that since this was a contract extension, he asked what last year's not-to-exceed number for this firm was. Ms. Kee stated that last year's not-to-exceed for the cleaning services was \$50,000 and this year \$30,000.

Commissioner Person-Polk asked if there were any questions on Resolution 21-80. None.

Entertain a Motion to accept Resolution 21-80.

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

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

Resolution 21-81 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-81 is a resolution authorizing a one-year contract extension for on-call painting services, not to exceed \$50,000, 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 there were any questions on Resolution 21-81 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked what type of painting service. Ms. Kee stated painting services needed within the units and throughout the agency, not to exceed \$50,000.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-81 from the public. None. Commissioners. Commissioner Miller stated that since this was a contract extension for \$50,000, he asked what last year's not-to-exceed number was, and if it was the same company as the cleaning services. Ms. Kee stated that last year's not-to-exceed was for \$30,000, and it was the same company. Commissioner Miller observed that the company was receiving the same amount of money from the HACC for two different services, offset equal amounts from one to the other.

Commissioner Person-Polk asked if there were any questions on Resolution 21-81. None.

Entertain a Motion to accept Resolution 21-81.

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

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

Resolution 21-82 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-82 is a resolution authorizing a one-year contract extension for electrician services, not to exceed \$65,000, 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 there were any questions on Resolution 21-82 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked if this contract went out for bids and how many people replied? Ms. Kee stated that it did earlier this year with one responder. It would be an hourly rate and time and material and on an as-needed basis.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-82 from the public. None. Commissioners. Commissioner Miller stated that since this was a contract extension, he asked for the not-to-exceed amount from the last contract. Ms. Kee stated it was the same, \$65,000 with \$32,434.57 spent so far.

Commissioner Person-Polk asked if there were any other questions on Resolution 21-82 from the Commissioners. None.

Entertain a Motion to accept Resolution 21-82.

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

Mr. Figueroa:	Commissioner Soria-Perez	Yes
	Commissioner Hudson	Yes

Commissioner Miller	Yes
Commissioner Person-Polk	Yes
Commissioner Keys Frazier	Absent

Resolution 21-83 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-83 is a resolution authorizing a one-year contract extension for pest control services, not to exceed \$65,000, 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 there were any questions on Resolution 21-83 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked if this was the first time this pest control applied with housing? She asked how many units or all the units for \$65,000. Ms. Kee stated it was not and that they exterminate all the units throughout the agency.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-83 from the public. None. Commissioners. Commissioner Miller asked that since this was a contract extension, he asked for the not-to-exceed amount from the current contract period. Ms. Kee stated it was the same, \$65,000 with \$42,778.88 spent so far.

Commissioner Person-Polk asked if there were any other questions on Resolution 21-83 from the Commissioners. None.

Entertain a Motion to accept Resolution 21-83.

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

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

Resolution 21-84 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-84 is a resolution approving a transaction and authorizing a contract for Tenant Moving Services, authorizing an expenditure of funds in an amount not to exceed \$100,000 for a term not to exceed three (3) years with the option to extend, renewed annually, 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 there were any questions on Resolution 21-84 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked who would be using this Tenant Moving Services and was Ablett Village included? Ms. Kee stated it was going to be available to all tenants throughout the agency, including Ablett Village.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-84 from the public. None. Commissioners. Commissioner Miller asked how this \$100,000 was decided upon or the variables in this contract? Ms. Kee stated that the not-to-exceed amount was \$100,000 the last time out to bid and that hasn't changed, same not-to-exceed amount for a three-year period. This had been discussed with Ms. Kee, Mr. Valentine, and Mr. Tucker.

Commissioner Person-Polk asked if there were any questions on Resolution 21-84. None.

Entertain a Motion to accept Resolution 21-84.

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

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

Resolution 21-85 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-85 is a resolution authorizing the award of a contract for Lawn Care Maintenance & Snow Removal Services, not to exceed \$130,000 for a 1-year term with the option to extend for two (2) 1-year terms, renewed annually. 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 there were any questions on Resolution 21-85 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked if this was for all the HACC sites, and what happens to the money if there's no snow? Ms. Kee stated she was correct and that this contract was not just for snow but for lawn care maintenance as well. For the record, the not-to-exceed amount doesn't mean that the contractor will get the full amount. It's just for the contractor not to exceed.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-85 from the public. None. Commissioners.

Commissioner Miller asked what were the two separate contract amounts in the total versus this not-to-execute total for the record. Ms. Kee stated that we are covered up until December 31, 2021, so no lapse in services as far as snow removal. They usually get two contracts, lawn care and snow removal. Both would be at a not-to-exceed for \$92,000. This contract beginning January 1, 2022, is going to be for both lawn care maintenance and snow removal at a not-to-exceed of \$130,000. Commissioner Miller said that doing the math, there is a \$50,000 savings potentially and even more if we don't have a lot of snow. Ms. Kee concurred.

Commissioner Person-Polk asked if there were any questions on Resolution 21-85. None.

Entertain a Motion to accept Resolution 21-85.

company, and a representative must be submitted as a commissioner, and it's normally the Executive Director.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-87 from the public. None. Commissioners.

Entertain a Motion to accept Resolution 21-87.

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

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

John Kostyal, Human Resources Manager for the Housing Authority with two personnel matters today. It was proposed that the selected candidate be appointed to the position of Assistant Property Manager for the Housing Authority Asset Management Department on a full-time basis at an hourly rate of \$20.19. This appointment was to fill a vacant position. The selected candidate was promoted on September 11, 2021, subject to ratification by the Board of Commissioners.

The second item was proposed that the selected candidate be appointed to the position of Security Personnel Supervisor for the Housing Authority's Asset Management Department on a full-time basis at an annual salary rate of \$38,000. This appointment is to fill a vacant position. The selected candidate was promoted on August 7, 2021, subject to ratification by the Board of Commissioners.

Commissioner Person-Polk asked to entertain a motion to accept the Assistant Property Manager and the Supervisor of Security.

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

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

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

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

Resolution 21-86 – Jasmine Kee, Purchasing Specialist for the HACC. Resolution 21-86 is a resolution approving and authorizing a rejection of bids received and the readvertisement for Project #2021-B14, Ablett Village Renovations 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 there were any questions on Resolution 21-86 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked if this whole bid was rejected and will go out again to the public, for Ablett Village and the resolution was no good. Ms. Kee responded to Ms. Williams in detail.

Commissioner Person-Polk asked if there were any additional questions on Resolution 21-86 from the public. None. Commissioners. Commissioner Miller thanked Ms. Kee for putting up with tons of questions and putting on the record what needed to be on the record.

Commissioner Person-Polk asked if there were any other questions on Resolution 21-86 from the Commissioners. None.

Entertain a Motion to accept Resolution 21-86.

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

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

Resolution 21-87 – Ms. Sadyhe Bradley, General Counsel for the HACC. Resolution 21-87 is a resolution approving the HACC's Renewal of Membership in the New Jersey Public Housing Authority Joint Insurance Fund 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 there were any questions on Resolution 21-87 from the public. Ms. Laverne Williams, 1655 Park Boulevard, asked how much this membership cost. Mr. Figueroa stated there was no cost and that it was a requirement. This is the HACC's insurance

PUBLIC PARTICIPATION

Commissioner Person-Polk stated that the meeting was open to Public Participation and to state their name and address for the record.

Ms. Laverne Williams, 1655 Park Boulevard. She had some concerns with the Section 8 program. They need to watch how they're taking out rent as she's being charged now for utility charges. She moved in 2017, and Pennrose is bugging her for \$215 for public services in her name. The company is getting over on them over there, she's cold all the time, and can't get out due to COVID-19. She needs someone to look and see what's going on with tenants in the Section 8 program. She invited them to come and find out what's going on in public housing, especially in the Senior-assisted development. Problems with senior citizens.

Commissioner Person-Polk stated that that would be checked out. Mr. Figueroa concurred. Ms. Williams asked when the meetings would be open to the public again. Commissioner Person-Polk stated after COVID was under control.

Commissioner Person-Polk asked if there were any other questions from the public. None. She asked to entertain a Motion to Adjourn. Happy Holidays!

Entertain a Motion to Adjourn.

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

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

ADJOURNMENT: 8:15 PM

Attested to this 15th day of December 2021.

ATTEST:



Melody Johnson-Williams
 Executive Director

APPROVAL:



Deborah Person Polk, Chairwoman
 Board of Commissioners