

Regular Minutes
March 15, 2023

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 THE CITY OF CAMDEN
WEDNESDAY, MARCH 15, 2023

The Board of Commissioners of the Housing Authority of the City of Camden (HACC) met for a Regular Meeting on Wednesday, March 15, 2023, at 5:30 PM, E.S.T., at the McGuire Gardens Community Center. Commissioner Deborah Person-Polk welcomed everyone to the meeting. Ms. Edith Pagan began the meeting with an invocation, followed by the Pledge of Allegiance to the flag at 5:30 PM, E.S.T.

Those present were as follows:

Present: Commissioner Alfred Dansbury
Commissioner Melwood Hannah
Commissioner Soria-Perez
Commissioner Deborah Person-Polk

In Attendance: Melody Johnson-Williams, Acting Executive Director
Cristal Holmes-Bowie, Esq., of Michael A. Armstrong & Assoc., LLC
Edith Pagan, Acting Deputy Director
Sadyhe Bradley, General Counsel
John Kostyal, Human Resources Manager
Jasmine Kee, Purchasing Specialist
Judith Osorio-Allen, Finance Manager
Nathyya Soto, Executive Secretary
Dorixe De Jesus, Executive Secretary Assistant
Wanda Riley, Asset Manager
Lakita Frederick, Assistant Director of HCV Program
Melissa Ruiz, Property Manager (Baldwin's Run Senior, I, II, and Chelton Terrace I)
Jovan Aviles, Branch Village
Ronelle Brown, Director of Resident Initiative
Geraldine Taylor, Property Manager (Three Senior Towers)
Wynfield Anderson, Construction Manager
Kimberly Deal, Staff Attorney
William Spearman, Operations Manager
Rhonda Wardlow-Hurley, Case Manager

CALL 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, March 15, 2023, was held in accordance with Section 5 of the Open Public Meetings Act, NJSA10:4-10 and Chapter 231, Public Law 1975. Adequate notice was duly advertised in the *Courier Post* on January 4, 2023, and *South Jersey Times* on January 15, 2023, the Housing Authority's website, and posted in common areas of the Authority's properties as required by law. The meeting was called to order.

Commissioner Person-Polk: Roll Call.

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Here
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Here
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Present
	Commissioner Deborah Person-Polk	Here

Ms. Johnson-Williams stated that there was a quorum.

APPROVAL OF THE MINUTES

Commissioner Person-Polk asked if there were any questions regarding the Regular Meeting Minutes held Wednesday, February 15, 2023 – none.

Commissioner Person-Polk asked to Entertain a Motion to accept the Regular Meeting Minutes held Wednesday, February 15, 2023.

Commissioner Hannah stated that he was not at that meeting.

Commissioner Person-Polk asked to Entertain a Motion to Table.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

OLD BUSINESS

There was no old business.

EXECUTIVE DIRECTOR'S REPORT

Commissioner Person-Polk asked to Entertain a Motion to accept the Executive Director's Report for February 2023.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

NEW BUSINESS

Ms. Johnson-Williams stated that on February 20 there were 10 residents enrolled in the Preapprenticeship Carpentry Training program with an anticipated graduation date of April 17, 2023. She stated a second class was offered between April 24 through June 16 and that there's a waiting list established and they're waiting for more residents to sign up.

She also stated that 2 residents were enrolled in a free 15-week program at Cathedral Kitchen with 1 from Ablett Village who will graduate on April 20, 2023.

She also stated there was an accident that occurred on February 28 near the Baldwin's Run Senior building and Westville Towers. Power was knocked out at both towers for approximately an hour to an hour and a half. Staff from ALP, from Watson Street, and other HACC staff assisted seniors who were oxygen dependent and with other health issues. Everyone was removed safely and residents expressed appreciation and thanked the Baldwin's Run management and HACC staff for a job well done.

RESOLUTIONS

Resolution 23-10 – Judith Osorio-Allen, Finance Manager. Resolution 23-10 is approving the Housing Authority of the City of Camden (HACC) payment register for the month of February 2023 for the Section 8 register is \$1,459,000.03. For the Accounts Payable is \$1,255,966.29.

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

Commissioner Person-Polk asked to Entertain a Motion to accept Resolution 23-10.

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

*Commissioner Dansbury approved the register for February 2023 but abstained from one line item in the register which is Item D00150987 as it was a conflict.

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes*
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

Commissioner Person-Polk asked for the managers to state their names.

Melissa Ruiz, Baldwin's Run Senior, I, II, and Chelton Terrace I
Geraldine Taylor, the 3 Senior Towers.
Jovan Aviles, Branch Phase I and II.

Resolution 23-11 – Commissioner Person-Polk. Resolution authorizing a Closed Session of the Regular Meeting of the Board of Commissioners on Wednesday, March 15, 2023.

Commissioner Person-Polk asked to Entertain a Motion authorizing a Closed Session.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

CLOSED SESSION

Commissioner Person-Polk asked to Entertain a Motion to come out of Closed Session.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

Resolution 23-12 – Jasmine Kee, Purchasing Specialist. Resolution 23-12 is authorizing the award of a contract for Lawn Care Maintenance Services, not to exceed \$65,000 for a one-year term, with the option to extend for three one-year terms renewed annually, authorizing the Executive Director, or her 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 – none. From the commissioners – none.

Commissioner Person-Polk asked to Entertain a Motion to accept Resolution 23-12.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

PERSONNEL ACTIONS

John Kostyal, H R Manager. Two personnel actions for the evening. The first one it was proposed that the selected candidate be appointed to the position of Housing Typist Aide for the Housing Authority Asset Management Department on a full-time basis at an hourly rate of \$15.50. This appointment was to fill a vacant position. The announced hourly pay range for the position was \$14.50 to \$15.50. The selected candidate was projected to be promoted on February 27, 2023, subject to ratification by the Board of Commissioners.

The second item, it was proposed that the selected candidate be appointed to the position of Administrative Assistant for the Housing Authority's Housing Choice Voucher Program Department on a full-time basis at an annual rate of \$41,308.80. This appointment was to fill a vacant position. The announced annual pay range for this position was \$35,360 to \$41,600. The selected candidate was projected to begin this new position on February 6, 2023, subject to ratification by the Board of Commissioners.

Commissioner Person-Polk asked if there were any questions from commissioners – none.

Commissioner Person-Polk asked to Entertain a Motion to accept the personnel changes for Housing Typist Aide and Administrative Assistant.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

PUBLIC PARTICIPATION

Commissioner Person-Polk stated that no one signed up to speak.

ADJOURNMENT

Commissioner Person-Polk asked to Entertain a Motion to adjourn.

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

Ms. Johnson-Williams:	Commissioner Alfred Dansbury	Yes
	Commissioner Alesha Figueroa-Falcon	Absent
	Commissioner Melwood Hannah	Yes
	Commissioner Cameron Hudson	Absent
	Commissioner Deborah Keys Frazier	Absent
	Commissioner Nohemi Soria-Perez	Yes
	Commissioner Deborah Person-Polk	Yes

ADJOURNMENT: 6:08 PM

Attested to this 15th day of March 2023.

ATTEST:

APPROVAL:

**Melody Johnson-Williams
Executive Director**

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