

THE HOUSING AUTHORITY OF THE CITY OF LINDEN

OCTOBER 19, 2022

Minutes from the Housing Authority of the City of Linden's Board of Commissioners Meeting of October 19, 2022.

The Open Public Meeting Act notice was recited and the meeting commenced upon the Roll Call by Secretary Ann J. Ferguson at 5:00 p.m.

Roll Call:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR		X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA		X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

Also present: Executive Director Ann J. Ferguson; Deputy Executive Director Kathy Sanders; Attorney Joseph A. Manfredi of Manfredi & Pellechio (General Counsel); Dave Johnson, PE; and Peter Polcari, CPA.

A Motion was made to amend the meeting agenda and enter into Executive/Closed Session for discussion of matters of attorney-client privilege and pending litigation. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	1	X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA		X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV	2	X			
SILVESTRO PRIMAVERA					X

The Board entered into Executive/Closed Session for the discussion of matters of attorney-client privilege and pending litigation.

A motion was made to exit Executive/Closed Session. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	1	X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA	2	X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners returned to open session.

A motion was made to approve the minutes of the September 14, 2022 Board of Commissioners meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	2	X			
SHERI HUMPHREY, VICE CHAIR	1	X			
KAREN LUKENDA		X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners approved the minutes of the September 14, 2022 Board meeting.

A Motion was made to accept and pay all bills for Ann J. Ferguson Towers for the periods of September 1, 2022 to September 30, 2022 in the amount of \$12,959.91; and October 1, 2022 to October 19, 2022 in the amount of \$18,101.50. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR		X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA	2	X			
PETER MATLOSZ		X			
DANI ORELIEN	1	X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners approved the motion to accept and pay all bills for the periods of September 1, 2022 to September 30, 2022 and October 1, 2022 to October 19, 2022.

PUBLIC COMMENTS

The Board of Commissioners determined to open the floor to public comment earlier in the meeting to accommodate the large number of individuals in attendance.

Augustine Booker commented on bed bugs in Ferguson Towers.

Phyllis Crume commented on the quality of the Murawski Towers building.

Constance Davis commented on bed bugs in Ferguson Towers.

Robert Dennis commented on the open gate at Ferguson Towers.

Sheila Jenkins commented on spiders in Murawksi Towers.

Barbara Kean commented on the elevators in Ferguson Towers.

Henry Mack commented on the need to work together.

Terri Moore commented on bed bugs in Ferguson Towers.

Clarice Patterson commented on the need for additional parking at Murawski Towers.

Lenny Seller commented on the elevators in Ferguson Towers.

Tammy Snyder commented on the need for a police officer to be stationed in the Ferguson Towers lobby at night.

Pamela Watkins requested a copy of a work order for her unit in Murawksi Towers.

SECRETARY /TREASURER’S REPORT

The Secretary/Treasurer, Ann J. Ferguson, reported on the balances of all Authority accounts and Certificates of Deposits (CD’s), the interest rate on each, as well as the actual and average rents collected for the month of October 2022.

A Motion was made to accept the Secretary/Treasurer’s Report. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR		X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA	1	X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV	2	X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners accepted the Secretary/Treasurer’s Report.

MAINTENANCE REPORT

Read and filed.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Executive Director Ferguson reported that she secured two price quotations for face scanning technology.

Executive Director Ferguson reported that HUD approved the annual plan.

2022-18: Resolution to approve and authorize a Shared Services Agreement with the City of Linden for the services of a Qualified Purchasing Agent. Executive Director Ferguson stated that the fee for services (\$15,918.12) would be split three ways between the Housing Authority, Linden Housing Corporation, and Mongil Corporation. Executive Director Ferguson stated that the prior Shared Services Agreement was for a term of one year. Chairperson Infante asked Mr. Manfredi about his experience with the Qualified Purchasing Agent (“QPA”). Mr. Manfredi distributed materials to the Board and reported procurement compliance concerns. In response to questions from the Board, Mr. Manfredi advised on the consequences of non-compliant procurement, the QPA’s responsibility for procurement compliance, the impact of having a QPA on the bid threshold, and the importance of having Federal procurement training. Chairperson Infante requested that the resolution be tabled.

Executive Director Ferguson reported on emergency procurement needs involving the elevators at Ferguson Towers and the generator room at Gregorio Towers. Mr. Manfredi advised on the emergency procurement process and stated that an emergency declaration memo would be provided to Executive Director Ferguson. A discussion ensued regarding elevator modernization and an existing five year contract for elevator maintenance.

A discussion ensued regarding the scheduling of a special Board meeting.

2022-19: Resolution to approve and authorize General Counsel to prepare and issue a solicitation for qualified purchasing agent services which requires Federal procurement experience. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	1	X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA		X			
PETER MATLOSZ	2	X			
DANI ORELIEN		X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners adopted Resolution 2022-19.

2022-20: Resolution to approve and authorize General Counsel to undertake a review of the past two years of procurement activity. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	1	X			
SHERI HUMPHREY, VICE CHAIR	2	X			

KAREN LUKENDA		X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners adopted Resolution 2022-20.

Chairperson Infante requested that the presentation on the proposed Personnel Policies and Procedures Manual and the proposed Procurement Policy be tabled until the special meeting.

2022-21: Resolution to approve and authorize the 2023 Board meeting schedule. Chairperson Infante requested that the resolution be tabled.

2022-22: Resolution to approve and authorize the initiation of the procurement process for exterminator services. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	1	X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA		X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV	2	X			
SILVESTRO PRIMAVERA					X

The Board of Commissioners adopted Resolution 2022-22.

Executive Director Ferguson reported to the Board on an upcoming health clinic and Thanksgiving dinner for the residents.

Chairperson Infante reported that the procurement of professional services was tabled because the accounting services contract has a remaining term. Mr. Manfredi recommended that the Board procure a Qualified Purchasing Agent before undertaking the procurement of professional services. A discussion ensued regarding the evaluation process for proposals.

Executive Director Ferguson reported to the Board on heating and air conditioning system services for Gregorio Towers. Mr. Manfredi advised that he could review the matter following the meeting, as Mongil Corporation was subject to less intensive procurement requirements than the Housing Authority.

COMMISSIONER’S COMMENTS

A discussion ensued regarding a training conference to be held in Atlantic City.

A Motion was made to adjourn the meeting. The following vote ensued:

COMMISSIONER	MOTION/ SECOND	YES	NO	ABSTAIN	ABSENT
JOSEPH INFANTE, CHAIR	1	X			
SHERI HUMPHREY, VICE CHAIR		X			
KAREN LUKENDA	2	X			
PETER MATLOSZ		X			
DANI ORELIEN		X			
JOANNE PETKOV		X			
SILVESTRO PRIMAVERA					X

The meeting was adjourned at 7:54 p.m.