

THE HOUSING AUTHORITY OF THE CITY OF LINDEN

JUNE 28, 2023

Minutes from the Housing Authority of the City of Linden's Board of Commissioners Meeting of June 28, 2023.

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 | | | |
| GARY MANNUZZA | | | | | X |
| PETER MATLOSZ | | X | | | |
| DANI ORELIEN | | X | | | |
| JOANNE PETKOV | | X | | | |

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

Following Board discussion, the Secretary opens the floor for nominations to the position of Chairperson of the Board. Commissioner Humphrey nominated current Chairperson Joseph Infante. The nomination is seconded by Commissioner Orelie. Hearing no other nominations, the Secretary closed the nominations and the following vote ensued:

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

The Board of Commissioners re-elected Joseph Infante to the position of Chairperson.

The Secretary then opens the floor for nominations to the position of Vice Chairperson of the Board. Commissioner Orelie nominated current Vice Chairperson Sheri Humphrey. The nomination is seconded by Commissioner Petkov. Hearing no other nominations, the Secretary closed the nominations and the following vote ensued:

| COMMISSIONER | MOTION/ SECOND | YES | NO | ABSTAIN | ABSENT |
|----------------------------|-------------------|-----|----|---------|--------|
| JOSEPH INFANTE, CHAIR | | X | | | |
| SHERI HUMPHREY, VICE CHAIR | | | | X | |
| KAREN LUKENDA | | | | X | |
| GARY MANNUZZA | | | | | X |
| PETER MATLOSZ | | X | | | |

| | | | | | |
|---------------|---|---|--|--|--|
| JOANNE PETKOV | 2 | X | | | |
|---------------|---|---|--|--|--|

The Board of Commissioners re-elected Sheri Humphrey to the position of Vice Chairperson.

[Commissioner Mannuzza arrived late.]

A motion was made to approve the minutes of the May 3, 2023 Board of Commissioners meetings. The following vote ensued:

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

The Board of Commissioners approved the minutes of the May 3, 2023 Board meeting.

A motion was made to approve the minutes of the May 12, 2023 Board of Commissioners meetings. The following vote ensued:

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

The Board of Commissioners approved the minutes of the May 12, 2023 Board meeting.

A Motion was made to accept and pay all bills for Ann J. Ferguson Towers for the periods of April 20, 2023 to April 30, 2023 in the amount of \$51,997.02; May 1, 2023 to May 31, 2023 in the amount of \$66,195.00; and June 1, 2023 to June 28, 2023 in the amount of \$50,043.81. The following vote ensued:

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

The Board of Commissioners approved the motion to accept and pay all bills for the periods of April 20, 2023 to April 30, 2023; May 1, 2023 to May 31, 2023; and June 1, 2023 to June 28, 2023.

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 May 2023 and June 2023.

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 | 1 | X | | | |
| SHERI HUMPHREY, VICE CHAIR | 2 | X | | | |
| KAREN LUKENDA | | X | | | |
| GARY MANNUZZA | | X | | | |
| PETER MATLOSZ | | X | | | |
| DANI ORELIEN | | X | | | |
| JOANNE PETKOV | | X | | | |

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

UNFINISHED BUSINESS

2023-17: Resolution to ratify the transfer of \$100,000.00 in non-Federal funds to the Mongil Corporation. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2023-17.

NEW BUSINESS

Executive Director Ferguson requested a date for a round table discussion. Following Board discussion, the round table discussion is scheduled for July 21, 2023 at 5:00 p.m. in the community room at 1601 Dill Avenue.

Executive Director Ferguson reported that General Counsel requested to reconvene the May 3, 2023 Board meeting due to the technological issues experienced by Commissioners Matlosz and Petkov during closed session.

Peter Polcari CPA introduced the proposed budget for the fiscal year ending September 30, 2024. Commissioner Orelie questioned whether the Housing Authority had sufficient funds to pay its bills without funds from the non-profits. Peter Polcari CPA responded in the negative. General Counsel asked each commissioner, Executive Director Ferguson, and

Deputy Executive Director Sanders if they received his legal opinion concerning the financial condition of the Housing Authority; all responded in the affirmative.

2023-18: Resolution to approve and authorize the submission of the annual budget to the New Jersey Department of Community Affairs. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2023-18.

2023-19: Resolution to approve and authorize the submission of the annual audit to the New Jersey Department of Community Affairs. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2023-19.

Executive Director Ferguson requested a resolution to approve and authorize her to award, at her discretion, merit-based salary increases of up to 3% to Housing Authority employees, effective October 1, 2023. Chairman Infante stated that he previously indicated that the Housing Authority should budget for increases of up to 5%, but the matter should be tabled until the salary study is completed.

Executive Director Ferguson reported on the higher interest rates obtained from Northfield Bank on checking accounts.

General Counsel reported to the Board on a small claims case, Toppin v. HACL.

MAINTENANCE REPORT

Read and filed.

COMMISSIONER'S COMMENTS

None.

PUBLIC COMMENTS

None.

2023-20: Resolution to approve and authorize the implementation of a documented system to reflect the time and cost of providing services to the Linden Housing Corporation, to confirm that the amounts charged to the Linden Housing Corporation are fair and reasonable, and to confirm that the Linden Housing Corporation is charged in accordance with the Management Agreement. The following vote ensued:

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

The Board of Commissioners adopted Resolution 2023-20.

At the request of General Counsel, the Board of Commissioners reconvened the May 3, 2023 Board meeting. Executive Director Ferguson stated that she declined a stipend for her vehicle. The Board revisited Resolution 2023-12, "Resolution to approve and authorize General Counsel to respond to the correspondence issued by Deputy Executive Director Sanders regarding a purported employment agreement". In addition, the Board revisited Resolution 2023-13, "Resolution to approve and authorize the adoption of the updated Vehicle Usage Policy."

Motion to reapprove and reauthorize the adoption of Resolutions 2023-12 and 2023-13. The following vote ensued:

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

The Board of Commissioners reapproved and reauthorized the adoption of Resolutions 2023-12 and 2023-13.

Jerry Volpe, QPA reported to the Board on procurement matters and advised that he still had not received all of the requested procurement records.

2023-21: Resolution to direct the Executive Director and Deputy Executive Director, with the assistance of staff, to provide the Qualified Purchasing Agent with three years of check

registers, accounts payable, and procurements by the close of business on June 29, 2023.

The following vote ensued:

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

The Board of Commissioners adopted Resolution 2023-21.

The Board discussed providing personnel records to the human resources consultant, Gans Gans & Associates. Executive Director Ferguson refused to provide any records to the consultant. Deputy Executive Director Sanders stated that she would be on vacation for the next two weeks. The Board directed General Counsel to meet with Deputy Executive Director Sanders upon her return from vacation to gather the necessary records for the consultant.

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

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

The meeting was adjourned at 7:15 p.m.