

HOUSING AUTHORITY OF THE COUNTY OF MORRIS
MINUTES OF THE REGULAR MEETING
December 9, 2021

TIME: 6:00 P.M.

PLACE: Zoom Meeting, Meeting ID: 837 9493 3083, Passcode:574016

CALL TO ORDER: Chairman Poli called the meeting to order at 6:01 P.M.

ROLL CALL: Chairman Poli requested that the roll be called.

PRESENT

Commissioner Feyl
Commissioner Hall
Commissioner Meringolo
Commissioner Ullah
Vice Chairman Zaccone
Chairman Poli

ABSENT

Also attending meeting via conference call:

Kate Coffey, Day Pitney LLP
Kelly A. Stephens, Executive Director
Gina Bozzi, Finance Manager
Barbara Anderson, IBV Tenant

Gina Bozzi read adequate notice to the public.

I hereby announce and state that adequate notice of this remote meeting being held on this the ninth day of December provided by the Executive Director of the Housing Authority County of Morris by preparing a notice specifying the time, date and place of this meeting. The electronic notice has been posted on the Authority's website and mailing the notice to the Daily Record for inclusion in the minutes of this meeting, all the above in accordance with N.J.S.A. 10:4-6 et.Seq. "Open Public Meetings Act."

Meeting open to public: 6:02PM

No member of the public was present at the time. Public session closed at 6:02PM.

Correspondence: Executive Director Stephens had sent a resignation letter from a staff person that was retiring May 1, 2022. It was a very kind letter thanking Executive Director Stephens for being fair and understanding. The Board felt it was generous for her to give substantial notice and recommended the Chairman or Vice Chairman attend the luncheon to present the plaque.

Committee Report: None

Chairman Report: Chairman Poli deferred his report to ‘Old Business’ as it would cover the Feasibility Study at PVV. He thanked the Housing Authority Staff for all the work they have done in 2021.

Executive Director Report: Executive Director Stephens reported that the County issued a directive that masks are now required in county buildings. In light of the new mandate as well as the increasing COVID numbers, she decided it was in the best interest of the Housing Authority not to host the holiday parties but will distribute meals at each site. Although this was disappointing, she was concerned about the liability of the Housing Authority if anyone was to test positive.

Executive Director Stephens met with Joann Bjornson (Family Promise), Maria Tchinchinian (Dover Housing Authority) Tanya Van Order (Madison Housing Authority) and her new Housing Manager Karen O’Keeffe to discuss best ways to support each other. Through this meeting, Madison and MCHA will be entering in an interjurisdictional agreement (similar to Dover) so Madison can utilize vouchers in our jurisdiction at Family Promise’s new project, Promising Solutions. Both Housing Authorities have Single Room Occupancy in their Administrative Plan which MCHA does not. This helps both Housing Authorities utilize their vouchers while supporting Family Promise’s clients. The group plans to meet every six months to brainstorm ideas and will invite Boonton and Morristown as well. Commissioner Meringolo inquired about utilizing shared services for more collective purchasing and Executive Director Stephens explained that by participating in more Co-ops (i.e., ECSNJ), the Housing Authority has had more access to contractors and vendors, however, utilizing QPA services is something that needed to be explored more.

The Housing Authority staff have been working on year end projects (Christmas programs) as well as prepping for winter (servicing snowblowers, ordering ample salt, covering A/C sleeves, distributing flyers to family complexes on winter prep). We had an incident at Peer Place where a visitor drove through a picture window. Fortunately, no one was injured. The contractor from the insurance company sured up the beams and covered up the openings with plywood and insulation. They ordered the window which is now estimated to take about thirteen weeks to come in. A representative of Denville Township came up to inspect and cleared the unit to be habitable.

Executive Director Stephens was elected to serve on the Morris County Continuum of Care Executive Committee, which helps address the needs of the homeless in Morris County. A booster clinic was held at Morris Mews at the end of November by Zufall Health Center.

Regular Minutes – A motion was made by Commissioner Hall and seconded by Commissioner Hall Approving the Regular Minutes for November 10, 2021. The following votes were cast:

AYES

Commissioner Feyl
Commissioner Hall
Commissioner Meringolo
Commissioner Ullah

ABSTAIN

NAYS

Vice Chairman Zaccone
Chairman Poli

Chairman Poli declared said motion carried.

Schedule of Payments – A motion was made by Commissioner Feyl and seconded by Commissioner Meringolo Approving the Schedule of Payments for December 9, 2021. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Meringolo		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 45 – A motion was made by Commissioner Feyl and seconded by Commissioner Vice Chairman Zaccone Appointing the Attorney for 2022. Although the contract is with Day Pitney, the Board would like it reflected that Katherine A. Coffey is the lead attorney and liaison to the Housing Authority. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 46 – A motion was made by Commissioner Feyl and seconded by Commissioner Hall Appointing the Accounting Firm for 2022. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 47 – A motion was made by Commissioner Hall and seconded by Commissioner Feyl Appointing the Auditor for FY2021. The Board understood that due to COVID-19 the audit was delayed the last two years but would like it completed by July. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 48 – A motion was made by Chairman Poli and seconded by Commissioner Hall Appointing a Fund Commissioner. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 49 – A motion was made by Vice Chairman Zaccone and seconded by Chairman Poli Approving the Meeting Dates for 2022. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 50 – A motion was made by Chairman Poli and seconded by Commissioner Hall Awarding the Contract for Elevator Maintenance at Housing Authority Properties. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		

Commissioner Ullah
Vice Chairman Zaccone
Chairman Poli

Chairman Poli declared said motion carried.

Resolution 2021 – 51 – A motion was made by Commissioner Hall and seconded by Commissioner Feyl Approving the Write-Off of Fully Depreciated Assets. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl Commissioner Hall Commissioner Ullah Vice Chairman Zaccone Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 52 – A motion was made by Chairman Poli and seconded by Vice Chairman Zaccone to **TABLE** the vote to Award the Contract for Plumbing and Heating Rates. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl Commissioner Hall Commissioner Ullah Vice Chairman Zaccone Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 53 – A motion was made by Commissioner Feyl and seconded by Vice Chairman Zaccone Awarding the Contract for Turnover and Cycle Painting. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl Commissioner Hall Commissioner Ullah Vice Chairman Zaccone Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 54 – A motion was made by Chairman Poli and seconded by Vice Chairman Zaccone Awarding the Contract for Telephone Entry System and Access Control System at Morris Mews and Congregate. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 55 – A motion was made by Commissioner Hall and seconded by Chairman Poli Approving the Use of HUD Established Small Area Fair Market Rents for the Flat Rent Schedule. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Resolution 2021 – 56 – A motion was made by Chairman Poli and seconded by Commissioner Feyl Extending the Flooring Contract. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl		
Commissioner Hall		
Commissioner Ullah		
Vice Chairman Zaccone		
Chairman Poli		

Chairman Poli declared said motion carried.

Legal Update – Day Pitney participated in bid openings and clarified a question a contractor had about the Housing Authority’s responsibility to ensure prevailing wage is paid. They also answered questions the Authority had regarding the recertification of non-compliant tenants by providing notices, etc. We offer them the opportunity to recertify and give them the ability to come into compliance.

Day Pitney was also involved in quasi litigation to resolve an issue with a contractor to correct the work. They made some repair but with the cold weather, it was not feasible to make all the

corrections. Day Pitney received two judgements for former tenants and are now pursuing collections. There is a non-compliance suit, and we will be filing complaints for two additional tenants and there are four pending non-payment evictions.

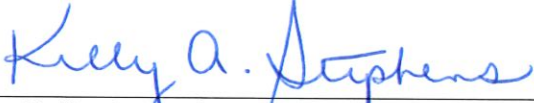
New Business – None

Old Business – Chairman Poli spoke to the Engineer after receiving the report on the PVV Property. He explained to the Engineer that we only need about an acre for possibly six units. There are three ponds in the area but there may be some flexibility. Executive Director Stephens and Fred Stewart will touch base to schedule a walk thru.

Adjournment

Meeting adjourned at 6:56PM.

1/13/22
Date Adopted


Kelly A. Stephens, Director/Secretary