

HOUSING AUTHORITY OF THE COUNTY OF MORRIS  
MINUTES OF THE REGULAR MEETING  
June 10, 2021

**TIME:** 6:00 P.M.

**PLACE:** Zoom Meeting, Meeting ID:893 1230 3801, Passcode:017648

**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**

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

**ABSENT**

**Also attending meeting via conference call:**

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

**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 tenth day of June 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: 6:03PM**

No member of the public was present.

**Correspondence:** Executive Director Kelly A. Stephens read a thank you note from one of the tenants at Morris Mews regarding the grounds and that she is so grateful for us all.

**Committee Report:** The Personnel Committee (Chairman Poli, Commissioner Feyl and Commissioner Hall) met on May 26, 2021 to review the 2% increment for the Commissioners List titles (Executive Director and Finance Manager). The Committee was recommending the increase and will be voted upon by the Board when we get to resolutions.

**Chairman Report:** Chairman Poli has talked with Executive Director Stephens regarding several items, which will be covered under her report.

**Executive Director Report:** Executive Director Stephens reminded all Commissioners that the Financial Disclosure needed to be submitted by June 30, 2021. Chairman Poli requested that Executive Director check to ensure his was completed as he has five to do.

Over the Memorial Day Weekend, we had several floods with all the rain. At PVV, it came in through the 3<sup>rd</sup> floor, all the way down to the 1<sup>st</sup> floor. The damage has been repaired. One of the offices had water come in through the ground, the gutters were cleared and additional gravel will be added. Lastly, there was a leak coming through the roof at Congregate. The repair was made, however, the contractor has noted we need to look at replacing the roof in the near future.

The office was struck by lightning on Friday, June 4<sup>th</sup>. It wiped out the server and some computers and printers are not fully restored. The fire panels were saved due to the surge protectors that were put on six months ago, however, a few smoke heads were fried. The intercom and entry systems in two buildings, the check system and the office phone system all blew. We have filed a claim with the JIF.

The Playground project has started but we are awaiting for the equipment to be delivered and the contractor started the roof project at PVV this week. Executive Director Stephens requested if it was possible for the board to tour the sites in the fall as we have several projects going on the next few months and it would be nice for the board to see the progress.

We resumed some of the activities and had an ice cream truck at Morris Mews this week. The Housing Authority will be waiting another year before we go back to the large picnic, however, the ice cream and food trucks will go to each senior site instead. The ice cream truck will also make a round to the family sites as well.

Pursuant to the Personnel Committee meeting, Executive Director Stephens created the Staff Chart for the board's review. Commissioner Feyl asked if all departments reported to the ED, which was explained that they do as it is Executive Director Stephens responsibility to know what is going on in the programs. She also explained that she eliminated two positions as she does her own work (ie., letters, correspondence, board package, etc.). Executive Director Stephens explained she does not need upper level staff but in face needs maintenance staff in the buildings. That is where the needs of the HA are and where the salaries need to be expended.

Executive Director reported the County Commissioners are partially in-person whereas a few of the commissioners are present while the rest and the public are virtual. Kate Coffey indicated the Board Meetings need to remain accessible for the public. Entities are utilizing a hybrid approach, continuing to use zoom while part of the board attends in person. Chairman Poli stated that he preferred we wait until September to evaluate coming back in person and board was in agreement. For now, meetings will continue via Zoom.

Executive Director Stephens is still awaiting proposals from the Engineers regarding the PVV property. One of the engineers suggested it would be more cost effective to have a probability study completed first. Lastly, the audit will be completed on August 18-19.

Executive Director Stephens explained the large balance on the Tenant Accounts Receivable at Peer Place. About one half of that amount is one tenant. However, with the new leases in effect for 5/1, anyone that did not comply with the recertification process or comply with PHA policy, were charged Flat Rent. That makes up the remaining balance. The Housing Authority has provided tenants information for the second time on the ERAP program. So far, we have received funds for two tenants. It is based on a lottery system that is conducted every two weeks.

Kate Coffey clarified that there will be no evictions through January 2022 for non-payment and non-compliance issues. If there is a situation that arises that presents a Health and Safety risk, then we can request emergency eviction.

**Regular Minutes** – A motion was made by Commissioner Hall and seconded by Vice Chairman Zaccone Approving the Regular Minutes for May 13, 2021. The following votes were cast:

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

Chairman Poli declared said motion carried.

**Executive Session Minutes** – A motion was made by Commissioner Hall and seconded by Vice Chairman Zaccone Approving the Executive Session Minutes for May 13, 2021. The following votes were cast:

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

Chairman Poli declared said motion carried.

**Schedule of Payments** – A motion was made by Commissioner Hall and seconded by Chairman Poli Approving the Schedule of Payments for June 10, 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 – 19** – A motion was made by Chairman Poli and seconded by Commissioner Poli Awarding the Preventative Maintenance Contract for the Fire Alarm System. 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 – 20** – A motion was made by Commissioner Meringolo and seconded by Vice Chairman Zaccone Approving the Non-Union Management Employee Salary Adjustments. 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 – 21** – A motion was made by Commissioner Meringolo and seconded by Chairman Poli Awarding the Contract for Power Washing at Peer Place and the Congregate Living Facility.

<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 – 22** – A motion was made by Vice Chairman Zaccone and seconded by Commissioner Ullah Awarding the Contract for Information Technology Services for the Housing Authority County of Morris. 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 – 23** – A motion was made by Commissioner Meringolo and seconded by Commissioner Ullah Awarding the Contract for Removal of Trees at India Brook Village, Bennett Avenue and Pleasant View Village. 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 – 24** – A motion was made by Commissioner Feyl and seconded by Commissioner Meringolo Awarding the Contract for Sidewalk Repairs at Peer Place and Pleasant View Village. 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 – 25** – A motion was made by Commissioner Hall and seconded by Commissioner Feyl Awarding the Contract for Cleaning of the HVAC Systems at India Brook Village and Pleasant View Village. The following votes were cast:

AYES

ABSTAIN

NAYS

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

Chairman Poli declared said motion carried.

**Legal Update** – Day Pitney is working with the Authority on a few questions regarding the Section 8 waiting list and reasonable accommodations. The Housing Authority has one case filed in court and one pending. Six are in the process of filing for non-payment by Day Pitney. Discussion ensued regarding how long the eviction process could take. Kate Coffey explained that although the NJ Courts are Pro-Tenant, if on the day of court and the tenant has no money to pay, the landlord can evict. The Housing Authority has had several lock-outs by the Sheriffs Department for eviction cases in the past.

**New Business**

**Old Business**

**Resolution 2021 – 26** – A motion was made by Commissioner Hall and seconded by Vice Chairman Zaccone Authorizing Executive Session. The meeting will immediately adjourn from there. The following votes were cast:

AYES

ABSTAIN

NAYS

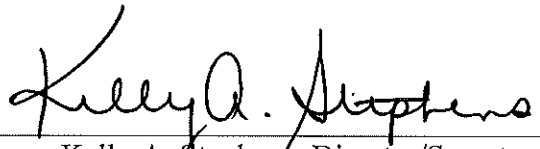
Commissioner Feyl  
Commissioner Hall  
Commissioner Meringolo  
Commissioner Ullah  
Vice Chairman Zaccone  
Chairman Poli

Chairman Poli declared said motion carried.

**Adjournment**

Meeting adjourned at 7:02PM.

7/8/21  
Date Adopted

  
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Kelly A. Stephens, Director/Secretary