

HOUSING AUTHORITY OF THE COUNTY OF MORRIS  
MINUTES OF THE REGULAR MEETING  
November 13, 2018

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

**PLACE:** Morris Mews, 99 Ketch Road, Morristown, New Jersey

**CALL TO ORDER:** Chairman Hall called the meeting to order at 6:00 P.M.

**ROLL CALL:** Chairman Hall requested that the roll be called.

**PRESENT**

Commissioner Koldewyn  
Commissioner Ullah  
Vice Chairman Tappen  
Chairman Hall

**ABSENT**

Commissioner Ali  
Commissioner Feyl  
Commissioner Zaccone

**Also attending meeting:**

Roberta L. Strater, Executive Director  
Douglas Henshaw, Day Pitney LLP  
Katharine A. Coffey, Day Pitney LLP  
Kelly Stephens, Deputy Executive Director

**Chairman Hall read adequate notice to the public.**

I hereby announce and state that adequate notice of this meeting being held on this thirteenth day of November 2018 was provided by the Executive Director of the Housing Authority of the County of Morris by preparing a notice specifying the time, date and place of this meeting. Posting such notice on the bulletin board at Morris Mews Housing Project and filing said notice with the Clerk and the Daily Record, which was published in the Daily Record. I hereby hand a copy of such notice to the Executive Director of the Housing Authority of the County of Morris for inclusion in the minutes of this meeting, all of the above in accordance with N.J.S.A. 10:4-6 et.seq. "Open Public Meetings Act."

**Meeting open to public** – no public in attendance.

**Minutes** – A motion was made by Vice Chairman Tappen and seconded by Commissioner Ullah Approving the Minutes of the Regular Meeting of October 9, 2018. Mr. Henshaw thanked the staff for the additional information in the notes. The following votes were cast:

**AYES**

Commissioner Ullah  
Vice Chairman Tappen  
Chairman Hall

**ABSTAIN**

Commissioner Koldewyn

**NAYS**

Chairman Hall declared said motion carried.

**Discussion on Payment of Bills**

Discussion occurred regarding clarification on items on the Schedule of Payments.

**Schedule of Payments** – A motion was made by Commissioner Koldewyn seconded by Vice Chairman Tappen Approving the Schedule of Payments for November 13, 2018. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Koldewyn		
Commissioner Ullah		
Vice Chairman Tappen		
Chairman Hall		

Chairman Hall declared said motion carried.

**Resolution 2018 - 33** – A motion was made by Commissioner Koldewyn and seconded by Vice Chairman Tappen Awarding the Contract for the Windows and A/C Sleeves at Peer Place. Discussion ensued regarding the difference in price from the highest and lowest bidder. Roberta explained that this contract was held off for a month until the architect checked all references and gave the reassurance that the contractor could fulfill their obligation at this price. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Koldewyn		
Commissioner Ullah		
Vice Chairmen Tappen		
Chairman Hall		

Chairman Hall declared said motion carried.

**Resolution 2018 - 34** – A motion was made by Chairman Hall and seconded by Commissioner Koldewyn to adopt the 2019 Budget. Roberta Strater explained that this was the Budget that was approved by the Board last month and submitted to Department of Community Affairs. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Koldewyn		
Commissioner Ullah		
Vice Chairman Tappen		
Chairman Hall		

Chairman Hall declared said motion carried.

**Resolution 2018 - 35** - A motion was made by Chairman Hall and seconded by Vice Chairman Tappen Awarding the Contract for 2019 Legal Services. Discussion ensued regarding any price change from this year to last and the board is very pleased with the services provided by Day Pitney. There was one other submittal but the proposal indicated more labor representation with Housing Authorities and not as much Tenant/Landlord. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Koldewyn		
Commissioner Ullah		
Vice Chairman Tappen		
Chairman Hall		

Chairman Hall declared said motion carried.

**Resolution 2018 - 36** - A motion was made by Vice Chairman Tappen and seconded by Chairman Hall Awarding the Contract for 2019 Fee Accounting Services. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Koldewyn		
Commissioner Ullah		
Vice Chairman Tappen		
Chairman Hall		

Chairman Hall declared said motion carried.

**Resolution 2018 - 37** - A motion was made by Vice Chairman Tappen and seconded by Commissioner Koldewyn Awarding Audit Services for Fiscal Year Ending 2018. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Koldewyn		
Commissioner Ullah		
Vice Chairman Tappen		
Chairman Hall		

Chairman Hall declared said motion carried.

**Report of Committees**

None

**New Business**

Review of the Public Housing Assessment System (PHAS) Score. The board congratulated Roberta Strater on achieving High Performer Status. She explained to the

Board that we should have received the report several months ago, however, it would not be released until a Quality Control Physical Inspection was conducted.

Chairman Hall moved to approve \$3,700 for the purpose of sending Kelly Stephens to the Certified Public Manager program which is being held in conjunction with Rutgers University at the Morris County Police Academy. All commissioners were in favor.

Chairman Hall asked Roberta Strater for an update on the Morris County Affordable Housing Corporation project at 6 Monroe Street in Morris Township. Roberta explained they were hoping to get a Certificate of Occupancy the next day.

Doug Henshaw wanted to thank everyone for their patience and dedication to the Housing Authority. The board in turn thanked Mr. Henshaw for his guidance and expertise on legal matters and development over the years. He has served as legal counsel since 1975. Mr. Henshaw is retiring and this will be his last meeting.

**Old Business**

None

**Adjournment**

A motion was made by Chairman Hall and seconded by Commission Koldewyn to adjourn the meeting. All were in favor. Meeting adjourned at 6:21 pm.

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Date Adopted

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Roberta L. Strater, Director/Secretary