

+HOUSING AUTHORITY OF THE COUNTY OF MORRIS  
MINUTES OF THE REGULAR MEETING  
August 13, 2020

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

**PLACE:** Zoom Meeting, Meeting ID: 883 6606 8356, Password: 633370

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

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

**PRESENT**

Chairman Feyl  
Vice Chairman Zaccone  
Commissioner Hall  
Commissioner Meringolo

**ABSENT**

Commissioner Poli  
Commissioner Ullah

**Also attending meeting via conference call:**

Katharine A. Coffey, Day Pitney LLP  
Kelly A. Stephens, Executive Director  
Gina Bozzi, Finance Manager  
Barbara Anderson, IBV Tenant (6:06pm)

**Gina Bozzi read adequate notice to the public.**

I hereby announce and state that adequate notice of this meeting being held on this thirteenth day of August 2020 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, the Housing Authority website 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/closed to public: 6:03PM**

No member of the public was present via Zoom platform. Ms. Anderson stated later in the meeting when she joined in that she just wanted to listen.

**Regular Minutes** – A motion was made by Commissioner Hall seconded by Vice Chairman Zaccone Approving the Regular Minutes for July 9, 2020. The following votes were cast:

AYES

Chairman Feyl  
Vice Chairman Zaccone  
Commissioner Hall

ABSTAIN

Commissioner Meringolo

NAYS

Chairman Feyl declared said motion carried.

**Executive Session Minutes** – A motion was made by Commissioner Hall seconded by Vice Chairman Zaccone Approving the Executive Session Minutes for July 9, 2020. The following votes were cast:

AYES

Chairman Feyl  
Vice Chairman Zaccone  
Commissioner Hall

ABSTAIN

Commissioner Meringolo

NAYS

Chairman Feyl declared such said motion carried.

**Executive Director Report** – Executive Director Kelly A. Stephens recapped events over the last month. As the Board was aware, Tropical Storm Isaias caused a lot of power outages at all the complexes. She explained the capacities of the generators at Congregate, Pleasant View Village and India Brook Village to provide power to all the common areas, including community rooms, hallways, elevators, heating/cooling, etc. The tenants are able to use the community rooms to charge cell phones, cool off, make coffee, and there was even one tenant who had to sleep in there for three days as she was on oxygen. The Housing Authority provided coffee and donuts, sandwiches, pizza, a hot meal and water for anyone in need at the different senior complexes. One of the issues experienced were tenants plugging refrigerators, etc. into the hallways and unfortunately the generator was not designed to handle the extra power and a fuse was blown at IBV. We had a smoke condition in the elevator room at IBV B Building where the power failed. Also, two trees fell in the adjacent property next to Pleasant View Village that we were making arrangements to be cut and removed as they were safety issues.

It was also identified that there is a safety issue by not having smaller generators at the other buildings at Morris Mews. Executive Director Kelly A. Stephens could not answer why generators were not added to these buildings as she was not the Director. However, she feels this is an action item that needs to be pushed to the forefront. Although the emergency lights and fire panel have a battery backup and should last up to 24 hours, we are finding that is not the case. The maintenance staff were on fire watch for seven days straight around the clock. A generator would be for the common areas only since the apartments were individually metered which would include elevators, hallway lighting, emergency lights, fire panels and day rooms. The Board recognized this was a serious issue and would like for Executive Director Kelly Stephens to take immediate action and report to the Board next meeting. The Architect is set to come out on Monday, August 17, 2020. It will be necessary to put off another project off once we have a cost analysis.

During the heat wave, the heat sensors blew in the attic at Pleasant View Village, which means it was over 190 degrees. It is also dangerous for the technicians to work in that heat. The Fire Marshall’s office would like for us to put in a ventilation system as every

year this is an issue. The Architect has looked at the system and will make recommendations. We will evaluate readjusting the Capital Fund Program.

Executive Director Stephens was excited to report that the Housing Authority was working on a collaborative effort with both Denville Rotaries, JCP&L, Denville Township and the tenants to renovate the basketball court at Peer Place. It was in disarray and really needed updates as it is used daily by the children at Peer Place.

Other items to be reported is that the Finance Committee will need to meet at the end of September to review the budget to be voted upon in October. The audit will be conducted from August 25-27, 2020.

Lastly, after two months of implementation, we have eight of the twenty-five Mainstream Vouchers utilized. Looking to September 1<sup>st</sup>, we anticipate having fourteen leased up. We are expected to be at a 80% utilization rate within eighteen months and we will be over 50% within three months.

**Schedule of Payments** – Finance Manager Gina Bozzi explained the Financial Statements. She questioned the Board if they would like to continue seeing the Morris Mews and Congregate mortgage on the statement as technically it is a liability and did not need to be there. The Board was in agreement that Gina would continue showing it for 2020 and then remove beginning next year. A motion was made by Commissioner Hall and seconded by Vice Chairman Zaccone Approving the Schedule of Payments for July 9, 2020. The following votes were cast:

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

Chairman Feyl declared said motion carried.

**Resolution 2020 – 24** – A motion was made by Commissioner Meringolo and seconded by Commissioner Hall Awarding the Contract for Replacement of the Sliding Glass Door and Ramp at Pleasant View Village. Commissioner Meringolo questioned if the Housing Authority had a QPA. Executive Director said we did not but that she would like to pursue that in the future via shared service or a staff person, as it is very difficult to complete projects under the \$17,500 without going out to bid. The following votes were cast:

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

Chairman Feyl declared said motion carried.

**Resolution 2020 – 25** – A motion was made by Commissioner Hall and seconded by Vice Chairman Zaccone Extending the Agreement for Property and Financial Management Services between the Morris County Housing Authority and the Morris County Affordable Housing Corporation. The following votes were cast:

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

Chairman Feyl declared said motion carried.

**Resolution 2020 – 26** – A motion was made by Commissioner Meringolo and seconded by Vice Chairman Zaccone Extending the Snow and Ice Removal Contract. The following votes were cast:

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

Chairman Feyl declared said motion carried.

**Resolution 2020 – 27** – A motion was made by Commissioner Meringolo and seconded by Vice Chairman Zaccone Awarding the Cleaning Contract. The following votes were cast:

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

Chairman Feyl declared said motion carried.

**Resolution 2020 – 28** – A motion was made by Commissioner Hall and seconded by Vice Chairman Zaccone Awarding the Contract for Replacement of the Entry and Access System at India Brook Village A. Chairman Feyl questioned the attorney, Kate Coffey, the legalities about awarding the contract solely on lowest proposal. Kate Coffey clarified that since it was not over the threshold, it was permissible to award the contract to the most responsible, not necessarily the lowest. The following votes were cast:

**AYES**  
Chairman Feyl  
Vice Chairman Zaccone  
Commissioner Hall  
Commissioner Meringolo

**ABSTAIN**

**NAYS**

Chairman Feyl declared said motion carried.

**Resolution 2020 – 29** – A motion was made by Vice Chairman Zaccone and seconded by Commissioner Hall Awarding the Contract for the Replacement of Light Fixtures at Pleasant View Village. The following votes were cast:

**AYES**  
Chairman Feyl  
Vice Chairman Zaccone  
Commissioner Hall  
Commissioner Meringolo

**ABSTAIN**

**NAYS**

Chairman Feyl declared said motion carried.

**Resolution 2020 – 30** – A motion was made by Commissioner Meringolo and seconded by Vice Chairman Zaccone Authorizing Executive Session to discuss litigation issues. No action will be taken after Executive Session. The following votes were cast:

**AYES**  
Chairman Feyl  
Vice Chairman Zaccone  
Commissioner Hall  
Commissioner Meringolo

**ABSTAIN**

**NAYS**

Chairman Feyl declared said motion carried.

**Legal Update**

Kate Coffey has spoken to the Rockaway Township Attorney, however, the Township has been consumed with their COVID-19 and storm response. She will continue to follow-up.

This month, Day Pitney also assisted the Housing Authority with review of materials on the playground and online procurement.

**New Business**

None

**Old Business**

None

**Adjournment**

Meeting adjourned at 6:53PM.

\_\_\_\_\_  
Date Adopted

\_\_\_\_\_  
Kelly A. Stephens, Director/Secretary