

HOUSING AUTHORITY OF THE COUNTY OF MORRIS
MINUTES OF THE REGULAR MEETING
August 13, 2026.

TIME: 6:00 P.M.

PLACE: Zoom, Meeting ID: 828 1115 9760, Passcode: 430573

CALL TO ORDER: Vice Chairman Meringolo called the meeting to order at 6:00 PM.

ROLL CALL: Executive Director Brown called roll.

PRESENT

Commissioner Ullah
Commissioner Oliver
Commissioner Somma
Vice Chairman Meringolo

ABSENT

Chairman Poli
Commissioner Zaccone

Also attending meeting:

Kate Coffey, Day Pitney
Gregory Brown, Executive Director
Gina Bozzi, Finance Director

Executive Director Brown read adequate notice to the public: I hereby announce and state that adequate notice of this virtual meeting being held on the thirteenth day of August 2026 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 the notice mailed 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 the public: Meeting was open/closed to the public at 6:01 PM. No members of the public were present.

Correspondence: None.

Chairman Report: None.

Committee Report: None.

Executive Director Report: Executive Director Brown reported activities for the month included chair exercise classes, movie screenings, a quarter exchange, food pantry services, vegetable pickups, bingo, game night, and hot dog and ice cream socials.

The Congregate Living Facility elevator jack has been replaced, and the elevator is operational.

A main water break occurred at the Bennett Avenue Family complex in the parking lot. Emergency repairs were completed the same day, and water service was restored by 10 PM.

An NSPIRE inspection was conducted at the Morris Mews Senior Complex on Monday, July 20th. The inspection included 25 units, the common areas, and the exterior of Buildings 1-5.

On Saturday, July 25th a tree fell onto a resident's vehicle in the parking lot at Pleasant View Village. The tree was removed and the resident has reported the incident to their insurance company. The matter remains with the respective insurance carriers for any necessary follow-up.

Department meetings were held throughout the month to review organizational processes and systems, identify challenges, and discuss future goals and objectives. These meetings provided an opportunity to engage directly with staff and gain a broader understanding of the Housing Authority's current operations. The information and feedback gathered through discussion have helped identify areas and support that can be strengthened. Continued collaboration with staff will assist in developing improvements that enhance operational efficiency and support the Authority's overall goals and objectives.

Regular Minutes: Vice Chairman Meringolo made a motion to accept the Regular Minutes from the July 9, 2026, meeting. Motion carried by unanimous consent.

Schedule of Payments: A motion was made by Vice Chairman Meringolo and seconded by Commissioner Somma Approving the Schedule of Payments for August 13, 2026. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Somma		
Commissioner Ullah		
Commissioner Oliver		
Vice Chairman Meringolo		

Vice Chairman Meringolo declared said motion carried.

Resolutions:

2026-26– A motion was made by Vice Chairman Meringolo and seconded by Commissioner Ullah Accepting the Audit Review Certificate. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Somma		
Commissioner Ullah		
Commissioner Oliver		
Vice Chairman Meringolo		

Vice Chairman Meringolo declared said motion carried.

Resolution 2026-27 – A motion was made by Commissioner Oliver and seconded by Commissioner Somma Authorizing the Designation of a Qualified Purchasing Agent. The following votes were cast:

AYES

Commissioner Somma
Commissioner Ullah
Commissioner Oliver
Vice Chairman Meringolo

ABSTAIN

NAYS

Vice Chairman Meringolo declared said motion carried.

Legal Update: Attorney Coffey reported that she is working with Executive Director Brown and is in the final stages of revising the Authority's Personnel Policies and Procedures Manual. Vice Chairman Meringolo and Commissioner Ullah advised that all MCHA employees must sign an acknowledgement form upon receipt of the manual. The manual shall remain accessible to all MCHA employees.

Day Pitney reviewed the Authority's By-Laws, including quorum requirements and voting procedures concerning approval of meeting minutes when a member is present or absent from the meeting.

Day Pitney also reviewed procedures and requirements relating to credit reports and criminal background checks for housing applicants. In addition, handicapped-accessible parking spaces for residents.

Day Pitney reported six new complaints for non-payment of rent have been received.

Attorney Coffey further reported that, at the Executive Director's request, a demand letter was sent to the contractor responsible for the installation of the HVAC system at India Brook Village due to ongoing issues with the system.

New Business: None.

Adjournment: The meeting adjourned at 6:42 PM.

September 10, 2026

Date Adopted

Gregory Brown

Gregory Brown, Board Secretary