

HOUSING AUTHORITY OF THE COUNTY OF MORRIS  
MINUTES OF THE REGULAR MEETING  
August 14, 2025

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

**PLACE:** Zoom Meeting, Meeting ID: 865 0868 6059, Passcode: 377057

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

**ROLL CALL:** Executive Director Kelly Stephens called roll.

**PRESENT**

Commissioner Poli  
Commissioner Somma  
Commissioner Oliver  
Commissioner Zaccone  
Chairman Meringolo

**ABSENT**

Vice Chairwoman Ullah

**Also attending meeting:**

Kate Coffey, Day Pitney  
Kelly Stephens, Executive Director  
Gina Bozzi, Finance Director  
Gregory Brown, Deputy Executive Director  
Ashley and Maria Rondon, BA Tenant  
Shynese Estes, HCV Participant  
Barbara Anderson, IBV Tenant

**Greg Brown read adequate notice to the public.**

I hereby announce and state that adequate notice of this hybrid meeting being held on this the fourteenth day of August 2025 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:** Opened at 6:02PM. No one from the public wished to speak. Public portion ended at 6:0PM.

**Scholarship Winners:** Executive Director Kelly Stephens provided an overview of the New Jersey Chapter of the National Association of Housing and Redevelopment Officials (NJ/NAHRO) and highlighted the scholarship program they offer to eligible participants who are graduating from high school or continuing their education later in life.

She was pleased to announce that two Housing Authority seniors, Ashley C. Rondon and Rashan Wright Jr., were selected from among many applicants across the State of New Jersey to receive the prestigious 2025 NJ/NAHRO Scholarship, which is renewable for one additional year.

Ashley Rondon was in attendance and expressed her gratitude to the Board and the scholarship committee for the opportunity. She shared where she will be attending college and her planned field of study. Ashley's mother, Maria Rondon, was also present and proudly noted that she herself was a past recipient of the NJ/NAHRO scholarship several years ago, highlighting the generational impact of the program.

Although Rashan Wright Jr. could not attend due to work commitments, his mother, Shynese Estes, represented him and shared his college plans. She also mentioned that the scholarship will be used to purchase a much-needed laptop to support his academic journey.

Chairman Meringolo and the Commissioners extended their heartfelt congratulations to both recipients and wished them continued success in their future endeavors.

**Correspondence:** None.

**Committee Report:** No Committees met.

**Chairman Report:** All Commissioners have received the invitation from Kelly to the picnic and Chairman Meringolo encouraged all the Commissioners to attend.

**Executive Director Report:**

Monthly Activities:

The Housing Authority hosted a number of resident engagement activities throughout the month, including Chair Exercise, Quarter Exchange, Blood Pressure Screening, Bingo, Food Pantry distributions, and Cook-Outs. Additionally, in anticipation of the upcoming school year, an ice cream truck will visit the Family Sites just before Labor Day weekend to distribute school supplies to resident children.

India Brook Village – HVAC Replacement Project:

As part of the ongoing HVAC replacement project at India Brook Village, an incident occurred involving the unauthorized removal of an air conditioning condenser unit by two tenants. Despite explicit instructions not to remove the unit, the tenants returned an older, mismatched condenser instead of the one removed. The Housing Authority has filed a police report citing unauthorized removal and potential tampering with Housing Authority property. The matter is currently under investigation, and appropriate follow-up actions will be taken based on the outcome.

India Brook Village – Bed Bug Inspection and Safety Audit:

Following several months of reported bed bug issues, a canine inspection was conducted at India Brook Village, and the building was successfully cleared. A Loss Control Visit was also completed yesterday, with no safety concerns identified.

Section 8 SEMAP Certification:

We are pleased to report that the Housing Authority received a 100% score on our Section 8 Management Assessment Program (SEMAP) certification. A copy of the certification is included in the board package for reference. During a recent meeting with our HUD representative, it was confirmed that we remain on track to maintain this perfect score through the end of the year.

Acknowledgement:

Executive Director Stephens extended her heartfelt appreciation to the Board for their support, kind words, and the thoughtful floral arrangement received during the recent loss of her mother.

**Regular Minutes:** Chairman Meringolo made a motion to accept the Regular Minutes from the July 10, 2025 meeting and Commissioner Poli seconded. Motion carried by unanimous consent.

**Schedule of Payments:** A motion was made by Commissioner Zaccone and seconded by Commissioner Poli Approving the Schedule of Payments for August 14, 2025. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Commissioner Poli  
Commissioner Somma  
Commissioner Oliver  
Commissioner Zaccone  
Chairman Meringolo

Chairman Meringolo declared said motion carried.

**Resolution 2025-14** – A motion was made by Commissioner Poli and seconded by Commissioner Somma Awarding the Contract for Dryer Vent Cleaning at Housing Authority Properties. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Commissioner Poli  
Commissioner Somma  
Commissioner Oliver  
Commissioner Zaccone  
Chairman Meringolo

Chairman Meringolo declared said motion carried.

**Resolution 2025-15** – A motion was made by Commissioner Oliver and seconded by Commissioner Zaccone Awarding the Preventative Maintenance Contract for the Fire Alarm System. The following votes were cast:

**AYES**

**ABSTAIN**

**NAYS**

Commissioner Poli  
Commissioner Somma

Commissioner Oliver  
Commissioner Zaccone  
Chairman Meringolo

Chairman Meringolo declared said motion carried.

**Resolution 2025-16** – A motion was made by Commissioner Poli and seconded by Commissioner Somma Awarding the Extermination Service Contract. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Poli Commissioner Somma Commissioner Oliver Commissioner Zaccone Chairman Meringolo		

Chairman Meringolo declared said motion carried.

**Resolution 2025-17** – A motion was made by Commissioner Poli and seconded by Commissioner Somma Accepting the Audit Review Certificate. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Poli Commissioner Somma Commissioner Oliver Commissioner Zaccone Chairman Meringolo		

Chairman Meringolo declared said motion carried.

### **Legal Update – Day Pitney**

- **Contractor Compliance:** Day Pitney assisted the Housing Authority in addressing contractor compliance issues.
- **Tenant Eviction:** One tenant was evicted due to default on a payment plan.
- **New Complaint:** A new non-compliance complaint has been filed concerning health and safety issues.
- **Pest Control Bid:** Day Pitney attended the bid opening for pest control services.
- **Makor Property – Meeting Coordination:** Attorney Kate Coffey is working to schedule a meeting with Garden Homes regarding the Makor Property. The proposed time is tomorrow

between 12:00–1:00 PM. If unavailable, the meeting will be rescheduled for a date after Labor Day in September.

**New Business:** Chairman Meringolo reminded everyone the September meeting will be in-person and via Zoom.

**Old Business: None**

**Adjournment:** The meeting adjourned at 6:42PM.

September 11, 2025

*Kelly A. Stephens (Original on File)*

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Date Adopted

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Kelly A. Stephens, Board Secretary