

HOUSING AUTHORITY OF THE COUNTY OF MORRIS  
MINUTES OF THE REGULAR MEETING  
May 14, 2019

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

**PLACE:** Conference Room, Morris Mews Senior Citizen Complex, West Hanover Avenue and Ketch Road, Morris Township, 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 Feyl  
Commissioner Ullah (Left at 7:01 PM)  
Commissioner Zaccone  
Chairman Hall

**ABSENT**  
Commissioner Ali  
Commissioner Koldewyn  
Vice Chairman Tappen

**Also attending meeting:**

Katharine A. Coffey, Day Pitney LLP  
Kelly Stephens, Executive Director  
Giovanna McClendon, Housing Manager  
Gregory Brown, Administrative Assistant

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

I hereby announce and state that adequate notice of this meeting being held on this fourteenth day of May 2019 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:** – Public in Attendance

Carolyn Meredith, Tenant  
Linda Bertuglia, Tenant  
Joan Grieco, Tenant  
Kristal Elliott, Tenant  
Lucy Adams, Tenant  
Joan Jackson, Tenant

Tenant Issues were as follows:

C. Meredith:

She was thankful for the installation of the new carpet in the apartment above her. However, there are still multiple people in that apartment which causes a lot of noise. Kelly Stephens, Executive Director, explained that when the issue was brought to the office's attention, we immediately had someone go up and address it. Although we cannot tell someone they cannot have visitors, the apartment is not really conducive to having a lot of people at one time. Ms. Meredith claimed that tenants have given keys to people who do not live in the building. Kelly Stephens, Executive Director, said that we cannot control who tenants give their keys to. Commissioner Zaccone suggested having the keys stamped 'Do Not Duplicate'. Ms. Meredith said that cigarette smoke is still an issue in Building 1. Kelly Stephens, Executive Director, assured the Board that we are following up on it. We have advised maintenance and the inspector that they need to document and take pictures if they see evidence of smoking in the units. Ms. Meredith suggested we have a meeting with each building periodically to address tenant concerns and Kelly Stephens, Executive Director, stated she would start scheduling them.

L. Bertuglia:

She is concerned about her safety and suggested we add surveillance cameras to the Morris Mews Complex. Kelly Stephens, Executive Director, explained that although she thought it was a good idea that the project is costly and we would have to look at adding to future budgets or securing grants and funds. Ms. Bertuglia requested that instructional signs for each building be added to the parking lot because ambulance drivers are always asking for directions. She said that the entry buzzer is loud and causes her to wake late at night and early in the morning. She can hear the keys late at night when people are entering the building. Kelly Stephens, Executive Director, will look to see if it can be lowered. Ms. Bertuglia also said that the bushes need to be trimmed. She said the Flagpole needs to be equipped with lighting and maintenance workers need to be trained on the proper removal of the flag. Kelly Stephens, Executive Director, will remind the maintenance staff the flag needs to be put up every day.

J. Grieco:

She had safety concerns and suggested that Morris Mews buildings have cameras.

K. Elliot:

She claims she is being harassed by Housing Authority staff. She said she had no issues now but still upset from the series of events. It was suggested that Ms. Elliott could request a grievance for her issues. The procedure will be sent out.

L. Adams:

She claims her neighbor cooks with curry seven days a week. She has lost 15 lbs. and she cannot sleep at night. She has tried the air purifier and a new ceiling fan, but nothing works. She also claims the tenant has left something in their apartment while on vacation purposely to cause a disturbance to her. She is requesting that we check the apartment once again. Kelly Stephens, Executive Director, told the board that we can have an air quality test done.

J. Jackson:

No issues at this time.

**Minutes** – A motion was made by Commissioner Feyl seconded by Commissioner Zaccone Approving the Minutes for April 9, 2019. The following votes were cast:

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

Chairman Hall declared said motion carried.

**Schedule of Payments** – A motion was made by Commissioner Feyl and seconded by Chairman Hall Approving the Schedule of Payments for March 14, 2019. The following votes were cast:

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

Chairman Hall declared said motion carried.

**Resolution 2019 - 13** – A motion was made by Chairman Hall and seconded by Commissioner Feyl Awarding Contract for Dryer Vent Cleaning at Morris Mews, Congregate Living Facility, India Brook Village, Pleasant View Village, Bennett Avenue, Green Pond Village and Peer Place Complexes. The following votes were cast:

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

Chairman Hall declared said motion carried.

**Resolution 2019 - 14** – A motion was made by Commissioner Zaccone and seconded by Commissioner Feyl Approving the Change Order NO. GC-04 for the Morris Mews Senior Complex Central Air Conditioning System. The following votes were cast:

<u>AYES</u>	<u>ABSTAIN</u>	<u>NAYS</u>
Commissioner Feyl Commissioner Ullah Commissioner Zaccone		

Chairman Hall

Chairman Hall declared said motion carried.

**Resolution 2019 - 15** – A motion was made by Chairman Hall and seconded by Commissioner Zaccone Rejecting Request for Proposals for Information Technology Services for the Housing Authority County of Morris. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Feyl		
Commissioner Ullah		
Commissioner Zaccone		
Chairman Hall		

Chairman Hall declared said motion carried.

**Resolution 2019 - 16** – A motion was made by Commissioner Feyl and seconded by Chairman Hall Awarding Contract for the Replacement of Playground Equipment, Surface and Fencing at the Peer Place Family Complex. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Commissioner Feyl		
Commissioner Ullah		
Commissioner Zaccone		
Chairman Hall		

Chairman Hall declared said motion carried.

**Report of Committees**

None

**New Business**

Giovanna McClendon, Housing Manager, gave an overall review of the responsibilities of the Public Housing Department and a description of each complex.

Kelly Stephens, Executive Director discussed security in the office. All Housing Authorities in Morris County as well as the County offices have secure buildings. In addition, we had an Employment Practices and Liability training conducted in the office by the Risk Manager. They also suggested that we keep the office locked. There was an incident with a tenant in the office and the police needed to be called. Kelly Stephens, Executive Director, feels she needs to ensure her staff are protected and would like to look into security measures for the Housing Authority. Chairman Hall suggested she speak to Carolyn at the Food Pantry – the Sheriff's Department conducted a risk assessment.

**Old Business**

None

**Adjournment**

A motion was made by Commissioner Feyl and seconded by Chairman Hall to adjourn the meeting. All were in favor. Meeting adjourned at 7:48 P.M.

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Date Adopted

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Kelly A. Stephens, Director/Secretary