

HOUSING AUTHORITY OF THE COUNTY OF MORRIS  
MINUTES OF THE REGULAR MEETING  
December 10, 2020

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

**PLACE:** Zoom Meeting, Meeting ID: 870 0626 3194, Passcode: 631687

**CALL TO ORDER:** Vice Chairman Zaccone called the meeting to order at 6:01 P.M.

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

**PRESENT**

Vice Chairman Zaccone  
Commissioner Hall  
Commissioner Meringolo  
Commissioner Poli  
Commissioner Ullah (Joined in at 6:17PM)

**ABSENT**

Chairman Feyl

**Also attending meeting via conference call:**

Katharine A. Coffey, Day Pitney LLP  
Kelly A. Stephens, Executive Director  
Gina Bozzi, Finance Manager  
Giovanna McClendon – MCHA Staff

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

I hereby announce and state that adequate notice of this meeting being held on this tenth day of December 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 to public: 6:03PM**

Giovanna McClendon, staff person at MCHA, thanked the Board for allowing her to attend the meeting and speak. She was not aware the meeting was open to anyone until recently in which she was guided by Vice Chairman Zaccone to attend. Ms. McClendon wanted to voice her opinion on the leadership of Executive Director Stephens. She explained that although the job is stressful, it is easier to conduct her responsibilities when they are enforced fairly and consistently across the board. Ms. McClendon feels that the environment is much better and they are learning and working together. She also

thanked Executive Director Stephens for her support in all aspects, both professional and personal. Meeting closed to public at 6:09PM.

**Correspondence:** None

**Regular Minutes** – A motion was made by Commissioner Hall seconded by Commissioner Poli Approving the Regular Minutes for November 12, 2020. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Executive Session Minutes** – A motion was made by Commissioner Hall seconded by Commissioner Poli Approving the Executive Session Minutes for November 12, 2020. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Committee Report** –None at this Time

**Chairman Report** – None at this time.

**Executive Director Report** – There was a dumpster fire at Morris Mews. Staff have been working with the Count Fire Marshalls office as well as Morris Township Police Department as it appears it is arson. This is the second dumpster fire in a month.

Executive Director Stephens brought up the issue of the Pex Line at Peer Place. So far this year, we have had about a dozen with pin holes, which then causes sheetrock damage, etc. Commissioner Poli believes that it could be from mice, that they are searching for water. Pex line is indestructible. Executive Director Stephens will follow up with the exterminator. In addition, the ribbon cutting ceremony for the PP Basketball Court is this Saturday at 3PM. The board is invited but be aware there is a walk to get to the court.

Since we are not able to have any holiday parties this year, we will be providing a catered meal to whomever signs up Christmas week. Although this does not replace the party, it will provide the seniors with a catered meal and treat. We had many groups come

together to help support our residents for Thanksgiving: Ruth Bass Foundation, Randolph Rotary, Resurrection Parish, Supporting our Seniors.

The elevator is down at India Brook Village Building A. Part should be in by Monday and will be installed immediately. Executive Director Stephens last Rutgers class is Saturday and then she will be completed with the program. The Housing Authority has both PPE and cleaning supplies stock piled so we are prepared for the months ahead.

**Schedule of Payments** – Finance Manager Gina Bozzi explained the Financial Statements. A motion was made by Commissioner Hall and seconded by Commissioner Poli Approving the Schedule of Payments for December 10, 2020. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 49** – A motion was made by Commissioner Hall and seconded by Commissioner Poli Accepting the Certification of Completion from Landtek Construction, DBA United Terrain. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 50** – A motion was made by Commissioner Poli and seconded by Commissioner Poli Authorizing to Write-Off Uncollectible Tenants Accounts Receivable as Amended. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 51** – A motion was made by Commissioner Poli and seconded by Commissioner Meringolo Extending the Landscaping Contract. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Vice Chairman Zaccone		
Commissioner Hall		
Commissioner Meringolo		
Commissioner Poli		
Commissioner Ullah		

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 52** – A motion was made by Commissioner Hall and seconded by Commissioner Poli Extending the Contract for Plumbing and Heating Services. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Vice Chairman Zaccone		
Commissioner Hall		
Commissioner Meringolo		
Commissioner Poli		
Commissioner Ullah		

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 53** – A motion was made by Commissioner Hall and seconded by Commissioner Ullah Awarding the Contract for Replacement of Fire Alarm System at Peer Place Day Care Center. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Vice Chairman Zaccone		
Commissioner Hall		
Commissioner Meringolo		
Commissioner Poli		
Commissioner Ullah		

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 54** – A motion was made by Commissioner Poli and seconded by Commissioner Meringolo Authorizing the Agreement with the NJ Department of Human Services. The following votes were cast:

<b><u>AYES</u></b>	<b><u>ABSTAIN</u></b>	<b><u>NAYS</u></b>
Vice Chairman Zaccone		
Commissioner Hall		
Commissioner Meringolo		
Commissioner Poli		
Commissioner Ullah		

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 55** – A motion was made by Commissioner Meringolo and seconded by Commissioner Poli Awarding the Contract for HVAC Duct Cleaning at the Administrative Office. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Resolution 2020 – 56** – A motion was made by Commissioner Hall and seconded by Commissioner Poli Awarding the Contract for Intercom and Access Control System at the Administrative Office. The following votes were cast:

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

Vice Chairman Zaccone declared said motion carried.

**Legal Update**

Day Pitney provided assistance to the Authority on a Bid Opening and questions that arose from that. In addition, Kate Coffey worked with Kelly Stephens on the OPMA requirements and ensuring they were met when establishing the meeting dates for 2021.

**New Business**

None

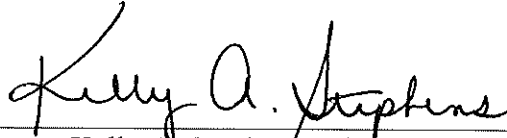
**Old Business**

None

**Adjournment**

Meeting adjourned at 6:45PM.

1/14/2021  
Date Adopted

  
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Kelly A. Stephens, Director/Secretary