

**Board of Commissioners – Housing Authority of the Town of Morristown  
Meeting Minutes**

**December 17, 2018**

**Present:**

Board of Commissioners

Maureen Denman, Chairwoman  
Angel Vega, Vice-Chairman  
Michael Schmidt, Commissioner

**Absent:**

Miriam Banks, Commissioner  
Alton Robinson, Commissioner

**Also Present:**

Housing Authority Personnel

Keith Kinard, Executive Director  
Allison Durham, Chief Administrative Officer  
Nicole Parsons, Administrative Specialist

Town of Morristown Officials

Honorable Timothy P. Dougherty, Mayor of Morristown  
Hiliari Davis, Vice President Morristown Council, Council Liaison to the Morristown Housing Authority

**Call to Order**

Chairwoman Denman called the meeting to order at 6:07 p.m. The meeting was properly noticed under the New Jersey Open Public Meetings Act. Roll call was taken and Chairwoman Denman, Vice-Chairman Vega, and Commissioner Schmidt were present. The flag was saluted.

**Approval of Minutes**

The Board acknowledged that the minutes from the previous month could not be approved due to lack of quorum.

**Executive Director Report**

Mr. Kinard reported to the Board of Commissioners on the following matters: concrete work completion, senior service programs with Zufall and Oasis, Rental Assistance Demonstration program (“RAD”) approval and the next steps, improving the fire alarm systems, laundry room renovations, and updates on the resident center.

## **Reports**

### **Buildings and Grounds Committee**

Vice-Chairman Vega reported to the Board of Commissioners on the following matters: unlocked access panels, the retaining wall needs to be fixed, visible bulletin board for the residents, complimented the productivity on the property and the work done to Caldwell Park.

### **Personnel Committee**

Commissioner Schmidt reported to the Board of Commissioners on the following matter: updating the by-laws and the code of ethics.

### **Finance Committee**

Commissioner Schmidt questioned the CD and whether we should consolidate or is there a better way to invest. Suggested adding trending revenue and expense financial reports for the board review monthly and loss of profit to the schedule of bills.

## **New Business**

Chairwoman Denman indicated that there was nothing to report at this time.

## **Old Business**

### **Schedule of Bills**

The Board acknowledged that the schedule of bills from the previous month could not be approved due to lack of quorum.

## **Public Comment**

Sydney Ewen, 29 Ann Street

Complimented whomever helped him promptly with his work order.

Victor Alexandr, 39 Early Street

Commented about the compactor room being closed and pest around the building.

## **Mayor Dougherty Report**

Commented about not having a quorum for the board meetings and requested a letter from Mr. Kinard in regards to the need for an emergency Board of Commissioner appointment.

### **Councilwoman Davis' Council Liaison Report**

Commented about having an informational meeting in regards to RAD for the tenants and gave compliments to the maintenance and Section 3 workers.

### **Adjournment**

The meeting was adjourned by Chairwoman Denman.