

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

**January 28, 2019**

**Present:**

Board of Commissioners

Maureen Denman, Chairwoman  
Angel Vega, Vice-Chairman  
Miriam Banks, Commissioner  
Caroline Opondo, Commissioner  
Michael Schmidt, Commissioner  
Nathan Umbriac, Commissioner

**Also Present:**

Housing Authority Personnel

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

Town of Morristown Officials

Hiliari Davis, Vice President Morristown Council, Council Liaison to the Morristown Housing Authority

**Call to Order**

Chairwoman Denman called the meeting to order at 6:11 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 Commissioners Schmidt, Banks, Umbriac, and Opondo were present. The flag was saluted.

**Approval of Minutes**

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Schmidt, the minutes of the prior Board Meetings were approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

**Executive Director Report**

Mr. Kinard reported to the Board of Commissioners on the following matters: Laundry room renovations, updates about the Resident Center, the opening of the wait list for Manahan Village and closing of the Senior list, the work order maintenance system, the Twilight Done Right program, and the Commissioner handbook. Mr. Anthony Salters spoke about the Tenant Council Election update.

**Reports**

**Resident Committee**

Commissioner Banks reported to the Board of Commissioners on the following matters: criminal activity during the evening and smoking regulations not being followed.

### **Buildings and Grounds Committee**

Vice-Chairman Vega reported to the Board of Commissioners on the following matters: numerous areas around the Senior building need to be improved, the retaining wall needs to be fixed, the weed trees need to be cut down, tilted signage, junction box at 31 Early's entrance is open, and there is no covering for some of the canopy lights.

### **Personnel Committee**

Commissioner Schmidt reported to the Board of Commissioners on the following matter: updating the Board By-laws and developing a code of ethics policy.

### **Finance Committee**

Commissioner Schmidt suggested adding trending revenue and expense financial reports for board review monthly.

### **New Business**

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

### **Old Business**

#### **Schedule of Bills**

Upon a motion by Commissioner Schmidt and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

### **Resolutions**

First resolution: RATIFYING AN EMERGENCY CONTRACT WITH TRI-TECH ENERGY TO REPAIR AND REPLACE VARIOUS BOILER AND HEAT RELATED ITEMS IN THE TOTAL AMOUNT OF \$67,315.00 AT MANAHAN VILLAGE

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Second resolution: RATIFYING AN EMERGENCY CONTRACT WITH BOGUSH INCORPORATED TO REPLACE THE KITCHEN DRAIN AND VENT PIPELINE STACKS IN THE AMOUNT OF \$8,795.00 AT 32 CLYDE POTTS DRIVE

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Third resolution: RATIFYING AN EMERGENCY CONTRACT WITH VICTORY CRAFT CONSTRUCTION, LLC TO REPAIR CONCRETE STEPS, PATHWAYS AND A SEVERELY DAMAGED INTERIOR WALL IN THE AMOUNT TOTALING \$40,400.00 AT VARIOUS LOCATIONS AT MANAHAN VILLAGE

Upon a motion by Commissioner Banks and seconded by Vice-Chairman Vega, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Fourth resolution: RATIFYING AN EMERGENCY CONTRACT WITH CJ VANDERBECK & SON INC. TO REPLACE THE DOMESTIC HOT WATER HEAT EXCHANGER IN THE AMOUNT OF \$19,880.00 AT 29 ANN STREET

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Fifth resolution: AUTHORIZING AN EMERGENCY CONTRACT WITH PUMP EXPRESS TO REPLACE THE HEAT CIRCULAING PUMP AT 45 CLYDE POTTS DRIVE IN THE AMOUNT OF \$5,995.00

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Sixth resolution: APPROVING AND AUTHORIZING THE PROCUREMENT OF GENERAL CONSTRUCTION CONTRACTORS THROUGH AN REQUEST FOR QUALIFICATIONS SOLICITATION

Upon a motion by Commissioner Banks and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Seventh resolution: APPROVING AND AUTHORIZING THE PROCUREMENT OF A RENTAL ASSISTANCE DEMONSTATION (RAD) CONSULTANT THROUGH A REQUEST FOR PROPOSALS SOLICITATION

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Eighth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO EMG IN THE AMOUNT OF \$25,860.00 FOR PHYSICAL NEEDS ASSESSMENT AND ENERGY AUDIT SERVICES FOR A ONE-YEAR TERM

Upon a motion by Commissioner Schmidt and seconded by Vice-Chairman Vega, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Ninth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO OLMEC SYSTEMS INC. IN THE AMOUNT OF \$61,500.00 FOR INFORMATION

TECHNOLOGY SERVICES FOR A PERIOD OF THREE YEARS WITH 2-ONE YEAR OPTIONS TO RENEW

Upon a motion by Commissioner Schmidt and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Tenth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO NOVOGRADAC & COMPANY LLP IN THE AMOUNT OF \$16,890 FOR AUDITING SERVICES FOR FYE 2018

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Eleventh resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO WILLIAM KATCHEN IN THE AMOUNT OF \$39,600 ANNUALLY FOR ACCOUNTING SERVICES WITH TWO ONE-YEAR OPTIONS TO RENEW

Upon a motion by Commissioner Banks and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Twelfth resolution: APPROVING AND AUTHORIZING A LEASE AGREEMENT BETWEEN THE MORRISTOWN HOUSING AUTHORITY AND THE COUNTY OF MORRIS FOR THE OPERATION OF A NUTRITION PROGRAM AT 31 EARLY STREET

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Thirteenth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO CivicCMS IN THE AMOUNT OF \$9,500.00 FOR SERVICES RELATED TO CREATING, DESIGNING AND ACTIVATING A NEW MORRISTOWN HOUSING AUTHORITY WEBSITE

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Fourteenth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO ENER-G RUDOX LLC IN THE AMOUNT OF \$24,864.00 FOR GENERATOR SERVICES FOR A PERIOD OF THREE YEARS WITH TWO ONE-YEAR OPTIONS TO RENEW

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Fifteenth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO CURRENT ELEVATOR TECHNOLOGY INC. IN THE AMOUNT OF \$100,800.00 FOR ELEVATOR SERVICES FOR A PERIOD OF THREE YEARS WITH TWO ONE-YEAR OPTIONS TO RENEW

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Banks, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

Sixteenth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO HAIG SERVICE CORPORATION IN THE AMOUNT OF \$91,000.00 FOR FIRE ALARM MAINTENANCE AND SERVICE FOR A PERIOD OF THREE YEARS WITH TWO ONE-YEAR OPTIONS TO RENEW

Upon a motion by Commissioner Banks and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor. Vice-Chairman Vega voted against this resolution.

Seventeenth resolution: APPROVING AND AUTHORIZING THE AWARD OF A CONTRACT TO THE LAW OFFICES OF DECOTIIS, FITZPATRICK, COLE & GIBLIN IN THE AMOUNT OF \$65,000 ANNUALLY FOR GENERAL COUNSEL SERVICES FOR A PERIOD OF TWO YEARS WITH A ONE-YEAR OPTION TO RENEW

Upon a motion by Vice-Chairman Vega and seconded by Commissioner Schmidt, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Vega, and Commissioners Schmidt, Banks, Umbriac, and Opondo voted in favor.

**Councilwoman Davis' Council Liaison Report**

Ms. Davis welcomed the two new Commissioners, compliments the maintenance work order turnover rate, commented on the evening activity in Manahan Village, residents not following the smoking policy, suggested harsher punishment for those who don't abide by the policies and an anonymous hotline residents can call to report their issues.

**Adjournment**

The meeting was adjourned by Chairwoman Denman.