

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

**March 22, 2021**

**Board of Commissioners**

Maureen Denman, Chairwoman  
Luma Oweis, Vice Chair  
Nathan Umbriac, Commissioner  
Martha Ballard, Commissioner  
Eva Turbiner, Commissioner  
Nohemy Zabala, Commissioner  
Tina Lindsey, Commissioner

**Housing Authority**

Keith Kinard, Executive Director  
Allison Durham, Deputy Director  
Frank Borin, Esq., DeCotiis, FitzPatrick & Cole, LLP  
Diana Smith, Chief Financial Officer

**Town of Morristown Officials**

Mayor Timothy Dougherty – Absent  
Pastor David Silva, Council Liaison to the Morristown Housing Authority

**Call to Order**

Chairwoman Denman called the meeting to order at 6:14 p.m. The meeting was properly noticed under the New Jersey Open Public Meetings Act. Roll call was taken and Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey were present. The flag was saluted.

**Moment of Silence Observed**

**Approval of Minutes – February 22, 2021**

Upon a motion by Commissioner Ballard and seconded by Commissioner Umbriac, the minutes of the February 22, 2021 Board Meeting were approved. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner and Lindsey voted in favor.

**Executive Director Report**

Mr. Kinard reported on the following matters: COVID-19 Vaccinations – The MHA reached out to all Manahan residents 65 years and older about the opportunity to get the Pfizer vaccination. 15 more residents chose to reply to receive the vaccination. Chairwoman Denman stated that if the Board is aware of anyone with underlining risk who wish to be vaccinated to let her know (name, birth date and phone number). We are coordinating with Morristown Security Director Corcoran and Atlantic Health System to facilitate the vaccination. Mr. Kinard noted that the Morristown Rotary Club has implemented a second round of Operation Hunger to provide pre-packed meals to seniors. The program will run until the end of May and is funded by a grant from the New Jersey Economic Development Authority. The restaurants participating include Pomodoro, Pascarella Bros, Minuteman BBQ and Fig and Lily. Mr. Kinard stated that he will be scheduling virtual meetings with the residents of Manahan Village to give them an update on the Rental

Assistance Demonstration Program (RAD) over the next several weeks. Meetings have been focused on seniors as their buildings will be the first to receive the renovations. The project is now at a point that we can engage with the Manahan residents about timing, the work, next steps, get their input and answer questions on the project.

### **Board Committee Reports**

Chairwoman Denman reported that the Board Finance Committee recently met with Mr. Kinard and Diana Smith, Chief Financial Officer, to review the Authority's financials. An outcome of the meeting was the need to adjust the process of issuing certain categories of payments prior to board meetings to avoid late payments and curtailment of services since the board reviews and approves the Schedule of Bills only once a month. It was determined a resolution to address this matter is needed. The Chairwoman also reported the formation of the other Board Committees: Preservation and Development, Community and Collaboration with a sub-committee of tenants and the Governance Committee.

### **Old Business**

None.

### **Schedule of Bills - Approved**

Upon a motion by Commissioner Oweis and seconded by Commissioner Umbriac, the Schedule of Bills was approved. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

### **Resolutions**

#### **- #2021-006 Resolution: FY2019 Audit Submission to Local Finance Board**

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

#### **-#2021-007 Resolution: FY2019 Audit Submission to HUD**

Motion to Approve by Commissioner Ballard and seconded by Commissioner Oweis. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

#### **-#2021-008 Resolution: Invoice Approvals**

Commissioner Turbiner asked if there was a dollar limit to these invoice approvals. Chief Financial Officer Smith responded there is no dollar limit; the category of invoices is being requested for payment prior to board approval by this resolution as the dollar amounts varies for each category. Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

#### **- #2021-009 Resolution: Tri-County Termite and Pest Control**

Motion to Approve by Commissioner Ballard and seconded by Commissioner Umbriac. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

#### **- #2021-010 Resolution: Near-Elderly - Admissions & Continue Occupancy Policy**

### **Update**

Motion to Approve by Commissioner Ballard and seconded by Commissioner Umbriac. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

**- #2021-011 Resolution: Memorandum of Agreement with Zufall Health Center for Telehealth Services**

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Zabala. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Zabala and Lindsey voted in favor. Commissioner Turbiner Abstained.

**New Business**

Chairwoman reported on the formation of the specific Board Committees: Preservation and Development, Community and Collaboration with a sub-committee of tenants and the Governance Committee. Commissioner Umbriac reported that he took a walkthrough Manahan last Sunday and was surprised to see a lot of trash throughout the community and asked what can we do. Mr. Kinard noted that the trash he saw could be a combination of several factors: 1. Staff does not pick up trash debris on the weekends; 2. Contracted vendor does not pick up trash over the weekends; 3. Trash tends to build up on weekends when it is warmer out and people are outside more; 4. There needs to be more trash receptacles placed throughout the site; 5. Snow storms may have caused a lot of down branches; 5. We have not started any spring clean-up of the site as yet until the weather really breaks in April. Chairwoman Denman noted there is a lot of trash strewn about Morristown including private roads and residential areas. She also stated that she is part of the Morristown Environmental Committee and there are discussions on putting out more trash receptacles in the communities.

**Public Comments**

No public comments were given.

**Council Liaison's Comments**

Pastor David Silva asked if the Manahan residents who responded were vaccinated and Mr. Kinard stated that we cannot verify if they were vaccinated but can verify that they were all contacted. Pastor Silva asked for the date of the meetings with Manahan residents on the RAD project. Mr. Kinard stated that he wishes to first engage an ad hoc group of residents to discuss the project and get their input and then schedule meetings with the larger resident community after that occurs. Pastor Silva mentioned that the Council was reviewing an ordinance to prevent vehicles from parking in front of trash bins and dumpsters. He also asked how many trash receptacles does the Authority need for the communities. Mr. Kinard said he would get back to him via email on a number. Pastor Silva also mentioned that maybe an educational campaign on trash prevention needs to take place with the residents.

**Adjournment**

With no further business, the meeting was adjourned by Chairwoman Denman at 7:13 p.m.