

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

**April 26, 2021**

**Board of Commissioners**

Maureen Denman, Chairwoman  
Luma Oweis, Vice Chair – Joined Meeting Late  
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 6:07 p.m. The meeting was properly noticed under the New Jersey Open Public Meetings Act. Roll call was taken and Chairwoman Denman, Commissioners Umbriac, Ballard, Turbiner, Zabala and Lindsey were present. The flag was saluted.

**Moment of Silence Observed**

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

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

**Executive Director Report**

Mr. Kinard met with an ad-hoc handful of Manahan residents to do an advance meeting to the community-wide meetings with residents to go over the Rental Assistance Demonstration (RAD) plan for the site and the units. Commissioner Lindsey stated the residents are looking forward to the work and the community-wide meetings. Mr. Kinard thank Chairwoman Denman for attending that meeting. Lunch deliveries for senior residents had re-started in April due to the generosity of local restaurants. We continue to advise residents of the availability of vaccines and signing up for the shots. We hope more Manahan residents take advantage. We had a landscaper perform a first cut at Manahan Village. This is the first time a company performed the service. It is a more

efficient use of our resources while our staff continue to work on units and other issues at our sites. Commissioner Lindsey noted that the landscaper did a very good job at Manahan. Commissioner Turbiner noted that Zufall is working with St. Margaret's to conduct vaccines arrangements can be made for them there or and if the total number of people that indicate interest reaches 60 or over people, they can arrange to do the vaccines onsite. Chairwoman Denman noted that residents also have a second option for getting a vaccine as Director Corcoran is working with a local hospital at 475 South Street. MHA residents can contact our office with their name, address, cell number and birth date and we send an email to the Director who arranges with the hospital to contact the residents and make the appointments.

### **Board Committee Reports**

Chairwoman noted that the Board Finance Committee met recently with MHA Chief Financial Officer Diana Smith. Commissioner Umbriac noted that the meeting gave greater insight and clarify into the Agency's budget, expenditures and how operations are working. Chairwoman Denman noted that HUD provided Cares Fund to housing authorities to assist with dealing with COVID-19 related work. The CFO will be giving a breakdown of the funds received by the housing and how it has been utilized by the Agency.

### **Old Business**

Chairwoman Denman requested an update on the Request for Proposals for a Human Resource Consultant. Mr. Kinard noted that a contract was awarded in March 2021 to SHB Consulting LLC. The Principal, Sibyl Bryant, of the firm has extensive human resource expertise and previously worked for the Philadelphia Housing Authority and the Newark Housing Authority and continues to do HR work for other municipalities. MHA does not have an HR department and due to the size of the agency may never have an HR Department but must have an HR component in place to handle all HR matters. Commissioner Turbiner asked how many total employees work for the MHA and Mr. Kinard responded there are a total of 14. Chairwoman Denman noted when Mr. Kinard was hired, he was given the full responsibility of on-boarding and off-boarding employees as it is the proper function of the Executive Director to handle such matters. Commissioner Umbriac asked the status of providing more on-site cameras throughout our facilities. Mr. Kinard noted that we have four different camera systems currently at each of our four developments. We would like to logistically expand the cameras in each of our areas right now but modestly; given the fact that there will be an extensive overhaul of the developments through RAD which will include camera system upgrades. We are still gathering information and reviewing the potential of adding a few cameras at optimal locations at the senior buildings and updating a few cameras at Manahan Village and determining the cost to do so. Chairwoman Denman noted that the cameras at Manahan village were initially placed by the previous administration and was a quick solution to add cameras but may not have been thoroughly planned. Mr. Director added that the Cares Act funds may be a solution to adding more cameras. Ms. Durham noted that an RFP for landscaping and mechanical systems services are out for proposals and are due back in May 21, 2021. We hope to bring resolutions in May for both services. Mr. Kinard noted that the company used to cut Manahan recently was separate from the procurement work as a temporary measure to address the onset of the season to cut the grass until a contract is put in place.

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

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

### **Resolutions**

- 2021-012 Resolution: Cleaning and Janitorial Services RFP Procurement

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis.

Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

- 2021-013 Resolution: Operations Software System RFP Procurement

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis.

Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

- 2021-014 Resolution: Trash and Bulk-Pick Up RFP Procurement

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis.

Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

- 2021-015 Resolution: Housing Choice Voucher Program Consultant Services RFP Procurement

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis.

Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

- 2021-016 Resolution: Cyber Risk Management Policy

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis.

Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

- 2021-017 Resolution: Roy Rogers Litigation Settlement

Motion to Approve by Commissioner Umbriac and seconded by Commissioner Oweis.

Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

### **New Business**

Chairwoman Denman noted that the Town of Morristown has not had a cleanup in about 19 months but the Clean Communities and Morristown Environmental Commissioner are spearheading the Town Clean Up this year on Saturday, May 15 rain or shine. Tents will be set up at Town Hall and hoping the get residents at Manahan and senior buildings to participate. It will be a fun event for residents to mingle safely with gloves, recyclable bags. Commissioner Umbriac added that we're seeking to have volunteers register in advance during clean-up day and it will be posted on the Town website. Posters will be provided to the MHA to display. A scavenger hunt is planned to find gift certificates from local businesses as an incentive for residents to participate. Also, noted that this is the time of the year that the Town Clerk will notify Commissioners to complete the New Jersey Financial Disclosure statement online. It must be completed or a fine will be levied to the Commissioner. The deadline at this time is May 30 to complete.

## **Public Comments**

Commissioner Umbriac made a motion to leave business session and open public session; Commissioner Oweis seconded the motion. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

- Ms. Sharitha Dawkins, 31-02 Clyde Potts Drive: Thanked the MHA for cutting the grass at Manahan Village. Asked if plants were going to be given to residents this year. Chairwoman Denman said they should call the Town and make the request. Ms. Dawkins said the MHA used to give plants. Mr. Kinard noted that MHA did give out a few plants last year to a couple of residents who wanted some assistance with plants. Ms. Dawkins ask how the Manahan Village waiting list works as there have been people on the wait list but have not been moved in but there are several other people moving in before them. Mr. Kinard noted that the waiting list does have a preference that Morristown residents take top preference over out of residents. Mr. Kinard noted that the family waiting list had not been open when he was hired in 2018. When it was time to open the list for new applications, the MHA sent letters to everyone on the wait list at the time to determine if they were still interested and to eligible, some replied and some did not, some were not found eligible and some did become eligible and residents. The list was then purged. Ms. Dawkins noted that there are two Morristown residents that need to be checked as being on the waiting list. Their names are Josette Harris and Latasha Lindsey. Mr. Kinard asked that those two individuals need to contact the office to review their status. Staff will check our system for their name on the current or prior waiting list. If they exist on the waiting list we can work from there. However, staff must work from the names and information that exist on the Agency's computerized waiting list which was created before Mr. Kinard came on board. We can only account for what information exist in the computer system's waiting list. If someone believes their name should be on our wait list but haven't been contact at all, they can contact us for a review. If someone's information does not appear during our review, they would have to apply when the list is open again. It would be helpful to them if they possess any documentation from the MHA from the time period they had applied to present as evidence their name should be on the waiting list. Ms. Dawkins asked if she is allowed to make a flyer and meet with residents to discuss forming a Resident Council and can it be done in the resident center. Mr. Kinard noted that the Center cannot be utilized at this time yet. Ms. Dawkins said there is so much going on right now and would like to get residents together and asked if she can meet with residents on the area in front of the laundry mat. Mr. Kinard stated that residents can meet outside if they chose. Mr. Dawkins asked if the MHA can make 200 copies of her flyer. Mr. Kinard asked that Ms. Dawkins send him an email request for the copies. Commissioner Lindsey stated that Latasha Lindsey is her daughter who was in a shelter at the time and her time at the shelter was up and the shelter sent her paperwork to the housing authority but she is not sure if she was actually on the waiting list. Chairwoman Denman asked for motion to end public session and return to business session. Commissioner Umbriac motioned and Commissioner Oweis seconded. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

### **Council Liaison's Comments**

Pastor Silva noted that the MHA is making progress to key areas that are needed. He advised that MHA get the right person to give advice on things like the cameras; suggest working with expertise for technical advice. Asked the process for getting contracts at MHA. Mr. Kinard stated that we must advertise the request for proposals and issue out the proposals to vendors who perform the specific work. Pastor Silva asked which commissioners attended the Manahan Village ad hoc meeting. Mr. Kinard stated that Commissioner Lindsey and Chairwoman Denman were present. Pastor Silva asked what the plan is to meet with Manahan residents about the RAD project. Mr. Kinard stated a notice will be distributed to every household with several meeting dates in the month of May for them to choose from to register to participate in a meeting. We plan to hold the meeting in the Recreation Center but must limit it to no more than 25 people at a time for safety protocols. MHA plans to also include a Zoom meeting for residents who cannot make any of the dates or wish to not meet in person at all. Pastor Silva stated he will give a report at the Town Council meeting scheduled the next evening on what the MHA is doing.

### **Executive Session**

Commissioner Oweis motioned to enter into Executive Session to discuss pending litigation and Commissioner Umbriac seconded the motion. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor [Matters discussed in Executive Session is not public information].

Commissioner Umbriac made a motion to exit Executive Session and return to the business session and Commissioner Oweis seconded the motion. Chairwoman Denman, Commissioners Oweis, Umbriac, Ballard, Turbiner, Zabala and Lindsey voted in favor.

### **New Business – Addenda**

Chairwoman Denman read into the record the MHA Political Policy Statement which is posted at each senior building on the bulletin boards for public view.

### **Adjournment**

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