

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

July 27, 2020

Board of Commissioners

Maureen Denman, Chairwoman
Nathan Umbriac, Vice-Chairman
Luma Oweis, Commissioner
Martha Ballard, Commissioner
Caroline Opondo, Commissioner - Absent
Adia Harris, Commissioner

Housing Authority Personnel

Keith Kinard, Executive Director
Allison Durham, Deputy Director

Housing Authority General Counsel

Frank Borin, Esq., DeCotiis, FitzPatrick & Cole, LLP - Absent

Town of Morristown Officials

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

Call to Order

Chairwoman Denman called the meeting to order at 6:04 p.m. The meeting was properly noticed under the New Jersey Open Public Meetings Act. Roll call was taken and Chairwoman Denman, Vice-Chairman Umbriac and Commissioners Oweis, Ballard, and Harris were present. The flag was saluted.

Moment of Silence Observed

Approval of Minutes – June 22, 2020

Upon a motion by Commissioner Harris and seconded by Commissioner Ballard, the minutes of the June 22, 2020 Board Meeting were approved. Chairwoman Denman, Vice-Chairman Umbriac, Commissioners Oweis, Ballard, and Harris voted in favor.

Executive Director Report

Mr. Kinard reported on the following matters: Continued building-wide disinfection cleaning at the senior buildings and the addition of sanitizer stations at the lobby elevators; Monthly pest control extermination will resume in August 2020, residents may opt out for rest of 2020; Scheduling RAD update meetings with senior building residents in next 30-45 days; 39 Early Street generator not working and scheduled for repair July 30; June 19th notice from State of PEOSHA findings resolved and staff trained in June; high number of leaking pipes authority-wide over last 3-4 months requiring contractors to address (sample of deteriorated pipe from 39 Early); House Rules being ignored, excessive loitering, trespassing, hanging out, fights at Manahan Village, plan to install newer no trespassing/loitering signs, police space ready at recreation center and working with MPD to enforce rules; written reminder of house rules to residents. Chairwoman

Denman commented on the seriousness of loitering and trespassing issues especially during the fourth of July and the agency's need to address this matter.

Board Committee Reports

No Reports. Chairwoman Denman commented that a mini retreat is being planned. Subjects will include RAD presentation by Mr. Kinard, focus on the finance, personnel, resident advisory and asset development committees. A location needs to be identified and a date is pending agreement by all members.

Old Business

Schedule of Bills - Approved

Upon a motion by Commissioner Ballard and seconded by Commissioner Umbriac, the schedule of bills was approved. Chairwoman Denman, Vice-Chairman Umbriac and Commissioners Oweis, Ballard, and Harris voted in favor.

Resolutions

- **SERVICEMASTER BY TIMELESS 2020-07** - RESOLUTION AUTHORIZING THE AWARD OF AN EMERGENCY CONTRACT WITH SERVICEMASTER BY TIMELESS IN THE AMOUNT OF \$100,000.00 TO CLEAN AND DISINFECT HOUSING AUTHORITY FACILITIES TO HELP COMBAT THE SPREAD OF COVID-19. Motion By Commissioner Oweis and Seconded by Commissioner Umbriac. All Approved.
- **MAGIC TOUCH CONSTRUCTION 2020-08** - RESOLUTION TO APPROVE AND AUTHORIZE TO AMEND THE MAGIC TOUCH CONSTRUCTION COMPANY INC. CONTRACT FOR BOILER, DOMESTIC HOT WATER, PLUMBING MAINTENANCE AND REPAIR SERVICES FROM \$200,000.00 TO \$250,000.00. Motion by Commission Ballard and Seconded by Commissioner Harris. All Approved.
- **DECOTIIS, FITZPATRICK, COLE & GIBLIN 2020-09** - RESOLUTION AUTHORIZING THE OPTION TO RENEW THE LAW OFFICES OF DECOTIIS, FITZPATRICK, COLE & GIBLIN CONTRACT FOR GENERAL COUNSEL SERVICES IN THE AMOUNT OF \$65,000.00 ANNUALLY. Motion by Commissioner Umbriac and Seconded by Oweis. All Approved.
- **WILLIAM KATCHEN, CPA, LLC 2020-10** - RESOLUTION AUTHORIZING THE OPTION TO RENEW WILLIAM KATCHEN, CPA, LLC. CONTRACT FOR ACCOUNTING SERVICES FOR ONE YEAR IN THE AMOUNT OF \$39,600 ANNUALLY. Motion by Commissioner Umbriac and Seconded by Commissioner Ballard. All Approved.
- **MHA HOUSE RULES – 2020-11** – RESOLUTION TO ACKNOWLEDGE AND SUPPORT MHA HOUSE RULES AND ITS ENFORCEMENT AND ISSUANCE TO ALL TENANTS. Motion by Commissioner Harris and Seconded by Commissioner Umbriac. All Approved.

New Business

Discussion on loitering, illegal fireworks, fighting, arguing and loud disturbances, particularly at Manahan, by residents and guests and the importance of reminding residents about MHA House Rules. Commissioners acknowledge support of the MHA House Rules and its enforcement. Rules will be posted in Management Office and issued to all tenants. A Motion to support the MHA House Rules given by Commissioner Harris and Seconded by Commissioner Umbriac. All approved.

Public Comments

No members of the public present and no comments were made.

Adjournment

The public meeting was adjourned by Chairwoman Denman at 6:24 p.m.