

**Board of Commissioners – Housing Authority of the Town of Morristown**  
**Zoom Meeting Minutes - Meeting ID 899 5835 5777, Passcode: 191443**  
or via Phone 1-646-876-9923

**September 26, 2022**

**Board of Commissioners**

Martha Ballard, Vice Chair  
Eva Turbiner, Commissioner  
Nohemy Zabala, Commissioner  
Tina Lindsey, Commissioner  
Kenneth McPherson, Commissioner  
Luma Oweis, Commissioner  
Derrick McCoy, Commissioner

**Housing Authority**

Keith Kinard, Executive Director  
Allison Durham, Deputy Director  
Diana Smith, Chief Financial Officer  
Paul Miller, MHA General Counsel  
Bakari Lee, Esq., McManion, Scotland & Bauman

**Town of Morristown Officials**

Mayor Timothy Dougherty – Absent  
Pastor David Silva, Council Liaison

**Call to Order**

Vice Chairwoman Ballard called the meeting to order at 6:02 p.m. The meeting was properly noticed under the New Jersey Open Public Meetings Act. Roll call was taken and Vice Chairwoman Ballard, Commissioners Oweis, Lindsey, Turbiner, Zabala, and McCoy were present. The flag was saluted. Commissioner McPherson joined at 6:04 p.m.

**Pledge of Allegiance**

**Moment of Silence Observed**

**Approval of Minutes – June 27, 2022**

Upon a motion by Commissioner Zabala and seconded by Commissioner Oweis, the minutes of the June 27, 2022 Board Meeting were approved. Vice Chairwoman Ballard, Commissioners Oweis, Lindsey, Zabala, McPherson voted in favor. A vote not recorded for Commissioner McCoy. Commissioner Turbiner voted No. Commissioner Turbiner suggested that the minutes be revised to list Maureen Denman as absent from June Board meeting as Ms. Denman replied to an email from Commissioner Turbiner after June 1 using her MHA email address. Mr. Kinard noted that Maureen Denman submitted her resignation as of June 1, did not attend the June Board meeting and therefore should not be listed as absent from the meeting.

## Executive Director Report

Mr. Kinard reported on the following items:

- 1. RAD Update:** Renovation work inside 65 of the 70 apartments at 29 Ann Street is complete. The only remaining units to complete are the five (5) apartments designated as accessible disability apartments – one on each floor. These apartments require more time to make them accessible. The apartment renovation work will move next to 31 Early Street. Meetings have been held with residents at 31 Early Street and the first set of temporary relocations to the Hyatt House Hotel is expected to begin in October. Residents are receiving boxes to start packing up. Exterior façade work continues at 39 Early Street. This work is expected to continue for several more weeks. The façade work on the building is about 40% wrapped.
- 2. Elevator Interruptions:** Unfortunately, we have some issues with the elevators at 29 Ann Street due to the age of the elevators and the excessive, extensive and extra use of the elevators since the renovation work started. A new elevator company has been brought in to address the issue. Parts needed have been ordered to bring the elevators to proper standards. The elevators will be fully renovated.
- 3. Social Service Department:** Over the last three months, the social service team has worked with several organizations to bring programs to the senior sites and Manahan Village.

### Senior Sites Events

- **INSPIRE CREATE PAINT-** Senior Site Paint instructor has expanded his painting ideas. This month residents had the opportunity to paint mason jars.
- **ICE CREAM FUNDAY** - Social Services Dept received a Costco donation to buy ice cream packs to distribute to all residents.
- **VERIZON-** Continues to work with residents for free or low-cost internet service.
- **OPTIMUM-** Social Services Department has been working with Optimum for senior residents to have an option on which internet company they would like to obtain low-cost service from.
- **BINGO-** Continues to be held by Spring Street Community Development Corporation in the community rooms.

### Manahan Village (Marion Sally Resident Center)

- STAR program from the Office of Temporary assistance and Morris County Sheriff's office provided community referral services for Housing, Cash assistance, Insurance, education, Employment and transportation for Manahan Village residents.
- A back-to-school backpack and school supply drive was held for Manahan Village residents including professional barber haircuts for young men.

- Let's Come Together held an Ice Cream Day August 26, 2022 in the Resident Center, Bingo Night August 27, 2022, Movie Night August 19,2022.
  - The Social Services Department held a Pizza and Paint activity for all Morristown Residents with Paint instructor Tafari Dempster. It was well attended by children of the community.
  - **Let's Come Together-** On July 21, 2022 held a Bingo Night for all Senior Resident at Manahan Village.
  - **Nourish NJ** – Distributed Food from the Resident Center and presented a free cooking class to all children.
  - **Community Connections** – Outreach was held for insurance and mental health assistance.
4. Mr. Kinard requested assistance from the Board with ideas for raising funds for MHA social service activities for Manahan and Senior buildings residents.

Commissioner Ballard welcomed new Board Commissioner, Derrick McCoy who had joined the meeting.

### **Board Committee Reports**

Vice Chairwoman Ballard noted the Board Finance Committee met with MHA CFO Diana Smith and reviewed the Budget to Actual Report, and the HUD and State Budget documents.

Commissioner McPherson and Oweis noted the budget appears balanced and in order.

Commissioner Turbiner noted: **1.** Her concern on accumulated absences and suggested a policy to curtail the agency's liability; **2.** Where does the revenue from Summit Housing Authority as a result of the Shared Services Agreement appear; **3.** The agency's Net Position appeared to have decreased; and **4.** Is the senior conversion RAD sale cash noted in State/HUD documents.

**Responses:** **1.** Accumulated absences concern was noted; **2.** The State budget will be revised to indicate the Shared Services Agreement that both Boards approved; **3.** Net Position indicates MHA position of Assets verses equity on the books/Pension liability is the biggest contributor; **4.** the State and HUD budget contains 2022-2023 budget items and does not note the senior RAD transactions; 2021 MHA Audit report will note the RAD funds transaction.

### **Old Business**

None

### **Resolutions**

#### **- 2022-025 Resolution: Maureen Denman - Recognition of Service**

Motion to approve by Commissioner Oweis and seconded by Commissioner Zabala.

Vice Chairwoman Ballard, Commissioners Oweis, Lindsey, Zabala, McPherson and McCoy voted in favor. Commissioner Turbiner abstained.

#### **- 2022-026 Resolution: Schedule of Bills as of September 22, 2022**

Motion to approve by Commissioner Oweis and seconded by Commissioner Lindsey.

Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-027 Resolution: FY2022-2023 MHA Budget Submission to HUD**

Motion to approve by Commissioner McPherson and seconded by Commissioner Oweis. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-028 Resolution: FY2022-2023 MHA Budget Submission to State of NJ**

Motion to approve by Commissioner Oweis and seconded by Commissioner Zabala. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-029 Resolution: Late Filing FY2022-2033 Budget to State of NJ**

Motion to approve by Commissioner Oweis and seconded by Commissioner Lindsey. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-030 Resolution: FY2022-2023 Annual Plan Submission to HUD**

Motion to approve by Commissioner McPherson and seconded by Commissioner Zabala. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-031 Resolution: Family Self-Sufficiency Action Plan**

Motion to approve by Commissioner Zabala and seconded by Commissioner Oweis. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-032 Resolution: Inspection & Repair Contractor Services**

Motion to approve by Commissioner Lindsey and seconded by Commissioner Oweis. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-033 Resolution: CSG – RAD Consultant Contract Renewal**

Commissioner Turbiner asked if the extension of this contract is an assumption of the longer time period for the conversion and/or post conversion of Manahan Village to utilize this firm. Mr. Kinard stated that the process is taking longer than anticipated and it is in the MHA's best interest to extend this contract now to ensure our ability to utilize the firm as the process continues without knowing just how long it may take to finalize. Should the work end sooner, we will end the contract.

Motion to approve by Commissioner McPherson and seconded by Commissioner Oweis. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-034 Resolution: MHA Bad Debt Tenant Account Write Offs**

Motion to approve by Commissioner Zabala and seconded by Commissioner Oweis. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

- **2022-035 Resolution: Schedule of Bills as of July 22, 2022**

Commissioner Turbiner asked how the MHA came to retain the services of McManimon, Scotland, and Bauman law firm as their invoices were dated in December 2021 for work related to MCDC prior to the Board authorizing the creation of MCDC in February 2022. Mr. Kinard stated that the firm was authorized by the MHA Board prior to December 2021 as the Agency's

RAD and Real Estate attorney. Mr. Bakari Lee, Esq. of McManimon, Scotland and Bauman stated the firm was engaged by the MHA specific to the RAD transaction and all real estate development activity that would include the creation of MCDC. Mr. Kinard further noted that Mr. Lee conducted a presentation of the RAD project and MCDC at the December 2021 Board Retreat.

Motion to approve by Commissioner McPherson and seconded by Commissioner Lindsey. Vice Chairwoman Ballard, Commissioners Oweis, Turbiner, Lindsey, Zabala, McPherson and McCoy voted in favor.

### **New Business**

Prior to adjournment, Commissioner Turbiner asked to address the inquiry received by HUD Field office and sent to Mr. Kinard for response and asked what is the planned response in terms of the field office and how is this going to progress. Commissioner Turbiner stated she wanted to be clear that she did not file the complaint and wanted the Board to have the opportunity to discuss it before a response was sent back to HUD. Mr. Kinard stated the information he sent to the Commissioners was already submitted to the Field Office as a response upon their request. Commissioner Turbiner said she would like to go on the record that she believes there are some inaccuracies in the memorandum from the attorney in regards to Ms. Denman's recusal of discussion on MCDC. Commissioner Turbiner further stated that at the February 28<sup>th</sup> meeting, Ms. Denman was active in discussions of MCDC although she abstained from the vote; subsequently, Ms. Denman did vote on the three Board members appointed to the MCDC Board; and, those three board members hired her as the Executive Director of MCDC. Attorney Lee stated he understood she did recuse herself from discussion and the vote relative to the creation of MCDC but he could revise the memo. Attorney Lee further noted that in his professional and legal opinion, the change is not material to the memo or to the progression of events relative to the creation of MCDC. Commissioner Turbiner again stated she wanted to get on the record that she did not view the Attorney memo as entirely accurate. Attorney Lee stated he did not view Ms. Denman's participation in the February meeting as material to her subsequent appointment, which was by the entire MCDC Board almost four months later. Mr. Kinard stated the adjustment to the memo can and should be made.

### **Public Comments**

None

### **Mayor's Comments**

Absent

### **Council Liaison's Comments – Pastor Silva**

Pastor Silva stated he had reported on the MHA's work to the last Town Council. He acknowledged the "big journey" the MHA is taking on with the RAD project. He stated that the Town Council had recently voted to appoint the new commissioner, Mr. McCoy and welcomed him.

### **Adjournment**

With no further business Commissioner McPherson motioned to adjourn and Commissioner Oweis seconded, all Commissioners voted in favor to adjourn the meeting at 7:09 pm.