

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

September 28, 2020

Board of Commissioners

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

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 6:05 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 – July 27, 2020

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

Executive Director Report

Mr. Kinard reported on the following matters: COVID-19 continued safety precautions are being taken including disinfection cleaning, requiring masks, limiting visitors, community rooms remain closed. Mr. Kinard asked the Board permit or acknowledge the continued level of safety precautions through the end of 2020. Commissioner Ballard Motioned and Commissioner Umbriac Seconded to support the continued COVID-19 safety precautions through the end of 2020. Commissioner Umbriac asked if residents know where to go for free flu shots. Mr. Kinard replied that we would send a notice to all of locations. Commissioner Harris asked if there is anything we can do for those residents with nowhere to go for the Holidays. Mr. Kinard replied we would consider options. Mr. Kinard reported on the bed-bug K9 dog inspections that have been implemented and treatment plan. The K9 found 19 cases among the three senior buildings. Chairwoman Denman asked that we implement a tracking system to keep a handle on this matter.

Mr. Kinard replied in the affirmative. Chairwoman Denman asked if we are insured to remove furniture for the residents. Mr. Kinard replied that we only remove furniture if the resident asked us to remove it. Mr. Kinard further reported that we have scheduled Rental Assistance Demonstration senior resident meetings for September and October via Zoom in English with Spanish and Russian translators. We hope to schedule several Manahan Village in the first quarter of 2021. We will make it seamless for the seniors to participate through tablets purchased and owned by MHA. In addition, Mr. Kinard reported on the Authority-wide concrete steps, sidewalks and hand-railing repair work occurring at our sites; we have started the season where the weather fluctuates from warm to cold each day. The Town of Morristown requires heat be on starting September 15. We make adjustments to the heat, but we expect resident complaints until consistent cold weather starts. The Agency Annual Audit is underway by Novagradac. The previous audit resulted in a number of historical findings that we're trying to resolve; however, there may be a few that we fall short of resolving this year. The emergency generator repair at 39 Early has been completed and it is up and running to be a power backup when electricity is interrupted at the building.

Board Committee Reports

No Reports.

Old Business

Schedule of Bills - Approved

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

Resolutions

- **PROCURE SNOW REMOVAL/LANDSCAPING CONTRACT #2020-12** - RESOLUTION APPROVING AND AUTHORIZING THE PROCUREMENT OF SNOW/ICE & LANDSCAPING MAINTENANCE SERVICES THROUGH A REQUEST FOR PROPOSALS (RFP) SOLICITATION. Motion By Commissioner Oweis and Seconded by Commissioner Harris. All Approved.
- **PROCURE MECHANICAL SYSTEMS CONTRACT #2020-13** - RESOLUTION APPROVING AND AUTHORIZING THE PROCUREMENT OF MECHANICAL SYSTEMS MAINTENANCE & REPAIR THROUGH A REQUEST FOR PROPOSALS (RFP) SOLICITATION. Motion by Commission Harris and Seconded by Commissioner Ballard. All Approved.
- **HUD ANNUAL OPERATING BUDGET #2020-14** - RESOLUTION APPROVING AND AUTHORIZING THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021. Motion by Commissioner Oweis and Seconded by Opondo. All Approved.
- **NJ STATE BUDGET 2020-2021 #2020-15** – RESOLUTION ACKNOWLEDGING RECEIPT OF THE AGENCY BUDGET FOR 2020-2021 TO REVIEW AND CONSIDER FOR ADOPTION AND SUBMISSION TO THE STATE OF NEW JERSEY. Motion by Commissioner Ballard and Seconded by Commissioner Umbriac. All Approved.
- **RAD LEGAL COUNSEL #2020-16** – RESOLUTION APPROVING AND AUTHORIZING THE PROCUREMENT OF RENTAL ASSISTANCE DEMONSTRATION (RAD) LEGAL COUNSEL THROUGH A REQUEST FOR PROPOSALS (RFP) SOLICITATION. Motion by Commissioner Harris and Seconded by Commissioner Opondo. All Approved.

- **RAD CONSULTANT #2020-17** – RESOLUTION APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP THREE (3) RANKED PROPOSERS UNDER RFP#20-001 RENTAL ASSISTANCE DEMONSTRATION CONSULTANT CONTRACT AND AWARD IN AN AMOUNT NOT TO EXCEED \$100,000.00 FOR A PERIOD OF ONE YEAR WITH A ONE-YEAR OPTION TO RENEW. Motion by Commissioner Ballard and Seconded by Commissioner Harris. All Approved.

New Business

A Motion to support the MHA House Rules given by Commissioner Harris and Seconded by Commissioner Umbriac. All approved.

Public Comments

Commissioner Oweis made a Motion to closed Business Session of meeting and open the meeting to Public Comments. Commissioner Ballard Seconded. All Approved. Chairwoman Denman read into the record the Notice of the Public Comments Session. No members of the public made comments. Mayor and Town Council Representative not present. Commissioner Oweis made a Motion to close the Public Session and return to the Business Session. Commissioner Umbriac Seconded the Motion. All Approved.

Adjournment

The meeting was adjourned by Chairwoman Denman at 6:50 p.m.