

**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

**February 28, 2022**

**Board of Commissioners**

Maureen Denman, Chairwoman  
Martha Ballard, Vice Chair  
Luma Oweis, Commissioner  
Eva Turbiner, Commissioner  
Nohemy Zabala, Commissioner  
Tina Lindsey, Commissioner present at 6:57 pm

**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 - Present

**Call to Order**

Chairwoman Denman 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 Chairwoman Denman, Commissioners Ballard, Oweis, Turbiner, and Zabala were present. The flag was saluted.

**Pledge of Allegiance**

**Moment of Silence Observed**

**Approval of Minutes – January 24, 2022**

Upon a motion by Commissioner Ballard and seconded by Commissioner Oweis, the minutes of the January 24, 2022 Board Meeting were approved. Chairwoman Denman, Commissioners Ballard, Oweis, Turbiner, and Zabala voted in favor.

**Executive Director Report**

Mr. Kinard reported on the following items:

- **RAD Process Update** – We are closer to renovations going full blast at 29 Ann Street. We anticipate a May start date for total comprehensive renovations. Although, this week, new windows will be placed in all the apartments. Thereafter, renovations will be done to the community room, lobby area and laundry room and mailroom area at 29 Ann Street. As for Manahan, we continue to move forward with planning of the scope of work and the closing transaction work including meetings with NJHMFA, HUD and our partner, Orbach

Affordable Housing LLC. We aim to hold the financial closing for Manahan in mid-July of this year. We hope to get newsletters out in the near future to get updates up to all residents on the process of the renovations.

- **Section 8 Administration:** We put a Request for Proposals out for a Program Administrator for our Housing Choice Voucher Program in early February. Proposals are due this Friday afternoon. After evaluating the proposals, a resolution to contract with a qualified firm will be presented to the Board in March.
- **Social Services:** Our social services team has hit the ground running and have schedule several programs to start in March at our senior buildings. An actual calendar has been created and it will be given to each resident and displayed in the buildings. We have a paint a sip event scheduled, a meet and greet with the team and residents for St. Patrick's Day, bingos hosted by the Spring Street Community Development Corporation and a Senior Tech Club to give instructions on computer/iPad, cell phone technology training to seniors. They have also been meeting with several organizations interested in leasing space and providing programs for Manahan residents at the Marion Sally Rec. Center. We hope to have finalize actual leases in the near future to bring to the board to approve. The team has also been reaching out to area organizations to assist residents in need of special services and case management. Some of these organization include Project Independence, the Foundation for Morristown Medical Center, Assumption Parish, and Morris County Department of Aging. Residents have really been receptive to the team.
- **Stanford Harris:** There wasn't a day that went by that Stanford didn't leave without saying goodbye and asking if there's anything he could do for me. One day I heard piano music coming out of the community room at 31 Early and it was Stan playing away and it was beautiful. A phenomenal individual and a tough loss for the entire staff. He will be greatly missed.
- Commissioner Turbiner asked if the community center at Manahan will remain under the Housing Authority. Mr. Kinard affirmed that it will be.
- Chairwoman Denman asked if there will be any future face to face meetings with the tenants and Mr. Kinard affirmed there will be future meetings with tenants as activities progress. Mr. Kinard also noted that the relocation firm representative is currently meeting with tenants face-to-face on the work at 29 Ann Street and will move along to other sites as the work progresses.
- Commissioner Oweis noted that she is very excited about the work that the social services team is doing and believe it make a positive impact and change for the residents.
- Chairwoman Denman agreed that the work the social services team is very welcomed and happy to know that one member is bi-lingual.

### **Board Committee Reports**

Chairwoman Denman noted that Diana Smith, CFO, held a finance committee meeting. While we did receive a little more funds from HUD, our budget is in line. It was stated that every month the budget does have swings in revenue and expense but that is standard. Commissioner Turbiner asked if the entire board could be privy to the monthly financials along with the finance committee. Chairwoman Denman affirmed the financials will be shared. Mr. Kinard further noted that it is standard practice to share the financials with the entire board; however, this current report

consisted of five (5) months of data that we did not receive until late before the Board meeting. Commissioner Turbiner asked if it a concern that the Agency is not receiving reports from its Fee Accountant monthly. Mr. Kinard noted that is a good point and will have another conversation with the vendor on timely reports for the Board and the need to have monthly budget to actuals to stay on top of the Agency's financials. Chairwoman Denman noted that hiring a CFO was a decision made to partly have someone that is dedicated to oversee the financials of the Agency and keep the Executive Director and the Board advised. Diana Smith, CFO, stated that we were making headway to timely financials and the timing has slipped over the last few months but we are committed to staying on top of this and the fact that once the Agency is fully under RAD, the good portion of what a Fee Accountant does is related to public housing and that will change. The Agency has to be conscious of what direction it takes next and how do we handle it.

### Old Business

None.

### Resolutions

- **2022-006 Resolution:** Certification of Appreciation to Nathan Umbriac  
Motion to move by Commissioner Oweis and seconded by Commissioner Zabala, the Chairwoman Denman, Commissioners Ballard, Oweis, Turbiner and Zabala voted in favor.  
Councilman Umbriac thanked Mr. Kinard, Ms. Durham, Ms. Smith, Mr. Borin, Chairwoman Denman, Commissioners and Pastor Silva for generously giving of their time to those most vulnerable in Morristown and best wishes for the best and looking forward to the finalization of the RAD conversion.
- **2022-003 Resolution:** Schedule of Bills as of February 17, 2022  
Motion to move by Commissioner Oweis and seconded by Commissioner Ballard. Chairwoman Denman, Commissioners Ballard, Oweis, Turbiner, and Zabala voted in favor.
- **2022-004 Resolution:** Nutrition Program Lease 2022  
Motion to move by Commissioner Oweis and seconded by Commissioner Zabala. Chairwoman Denman, Commissioners Ballard, Oweis, Turbiner, and Zabala voted in favor.
- **2022-005 Resolution:** Morristown Community Development Corporation  
Motion to move by Commissioner Ballard and seconded by Commissioner Oweis. Chairwoman Denman abstained, Commissioner Turbiner Nay, Commissioners Ballard, Oweis, Zabala and Lindsey voted in favor.

### New Business

None.

### Public Comments

Chairwoman noted no members of the public appeared to address the Commissioners.

### Mayor's Comments

Absent

