

MINUTES
SUMMIT HOUSING AUTHORITY
November 21, 2017

Chairman Pollock called the meeting to order at 7:10 pm in the Community Room -Vito Gallo Building at 12 Chestnut Avenue. The following Commissioners were present: Commissioners Zimmerman, Galietti, White and Chairman Pollock. Commissioners Halverstadt and Coates participated (via telecommunications). Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this meeting has been provided by the Secretary of the Housing Authority of the City of Summit by publishing in the Star Ledger newspaper a "change of meeting date" Notice dated November 15, 2017, setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit and posted on the Authority's website.

Mr. Billy led those in attendance in a salute to the flag.

THE MINUTES OF MARCH 29, 2017: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioners Coates and Pollock abstained. The Minutes were approved.

THE MINUTES OF JUNE 13, 2017: Commissioners Zimmerman and Galietti moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioners White and Pollock abstained. The Minutes were approved.

THE MINUTES OF JULY 26, 2017: Commissioners Pollock and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioners Halverstadt and Zimmerman abstained. The Minutes were approved.

THE MINUTES OF SEPTEMBER 20, 2017: Commissioners Zimmerman and Coates moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioners Coates and Pollock abstained. The Minutes were approved.

THE MINUTES OF OCTOBER 25, 2017: Commissioners Zimmerman and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioners Galietti and White abstained. The Minutes were approved.

REPORT OF THE CHAIRPERSON: No Report at this time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that as far as the CDBG goes, we had our Public Hearing on November 6, 2017. There are 4 applications that the city is presenting to the county. We decided to step back and support the city with another application they submitted in conjunction with the Community Center. They want to do an outdoor fitness and activity area that is next to the Senior Lounge. They are asking for \$100K. The four applications were approved by the Common Council on the 14th and will be submitted to the county.
- He said that we are negotiating a new lease with AT&T. New lease starts in April 2019. This time there are 2 options for the lease-Regular Renewal and Guaranteed Renewal. (Option 1): Regular Renewal: You may not be guaranteed the term of your lease because with technology advancing so quickly – Towers are being abandoned. We decided to go with (Option 2): Guaranteed Renewal: This is a 10 year lease. Our new payment will be slightly lower than our current payment but it is guaranteed for the first 5 years. It has a 10% escalation cost for the next 5 years and after that we will have to see what happens then. This will protect us from them abandoning towers and discontinuing payments during our lease.
- Mr. Billy discussed the issue with the Bathtub Conversions. The Engineers came up with an alternative which is a side discharging shower pan. This is a little more elevated allowing water to drain as needed. It's already been installed in one of our units-Apt. 107A. We tried flooding the bathroom just to test the pipes and drainage. We may have found a solution to our problem.
- He informed Commissioners that he Senior Holiday Luncheon will be Tuesday December 19, 2017 at 12 noon in Community Room at Vito Gallo Building. We have planned for entertainment, food and Santa is coming. Should be a great time. Mr. Billy extended an invite to anyone that is available to attend.

Operations: Commissioner Halverstadt stated that we have a slight increase in our balances. Our interest rates seem to be competitive. He requested that we total the opening balance on investments on future reports. He mentioned that the operating subsidy in the Budget to Actual is in the negative. Mr. Billy explained that Capital Fund drawdowns were done in November and are not included in the 10/31 reporting.

Affordable Housing: Commissioner White reported that the Italian American Club is having zoning issues. There will be a meeting with judges on December 7, 2017. Mr. Billy completed revising the manual for the City Rehabilitation Program.

Personnel: Commissioner Zimmerman suggested that the Board go into Executive session later in the meeting to discuss personnel matters.

Residents Committee: No Report at this time.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: The December Board Reorganization Meeting will be held on Wednesday December 13, 2017 in Community Room at Vito Gallo Building at 5pm.

COUNCIL LIAISON: No report at this time.

RESOLUTION: Commissioners Halverstadt moved for a Constant Agenda for Resolution 17-21-11-1 through 17-21-11-4.

17-21-11-1: Resolution Requesting Approval of the Payment of Invoices for the period of October 26, 2017 through November 21, 2017.

- 17-21-11-2: Resolution Authorizing the Award of a Contract to William Katchen, CPA of Cliffside Park, NJ to Provide Fee Accountant Services for the One Year Period of January 1, 2018 through December 31, 2018 in an Amount Not to Exceed \$29,000.00.
- 17-21-11-3: Resolution Authorizing the Award of a Contract to the Law Offices of William R. Connelly, LLC of Mendham, NJ to Provide General Legal Services for the One Year Period of January 1, 2018 through December 31, 2018 in an Amount Not to Exceed \$15,840.00.
- 17-21-11-4: Resolution Authorizing the Award of a Contract to the Alamo Insurance Group, Inc. of North Bergen, NJ to Provide Professional Services as a Risk Management Consultant for the One Year Period of January 1, 2018 through December 31, 2018.

Commissioner Zimmerman seconded the Consent Agenda.

Upon roll call on the Consent Agenda, all members voted in the affirmative and the resolutions were approved unanimously.

EXECUTIVE SESSION: Commissioner Zimmerman and Chairman Pollock moved and seconded that the Board go into Executive Session to discuss personnel and/or legal issues that may be acted upon in open session. All members voted in the affirmative.

Commissioner White and Chairman Pollock moved and seconded that the Board return to open Public Session. All members voted in the affirmative.

Commissioner White and Commissioner Zimmerman moved and seconded a Resolution:

- 17-21-11-5: Resolution Establishing a Salary Schedule for all eligible Summit Housing Authority Employees effective January 1, 2018.

All members voted in the Affirmative. The resolution was approved

Commissioner Galietti and Commissioner White moved and seconded a resolution:

17-21-11-6: Resolution Establishing a salary for the Executive Director effective January 1, 2018.

All members voted in the affirmative. The resolution was approved.

There being no further business before the Board, Commissioners Halverstadt and Chairperson Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:00 pm.

NEXT MEETING DATE

WEDNESDAY December 13, 2017 at 5:00 pm
Vito Gallo Building – Community Room
12 Chestnut Avenue
Summit, NJ 07901

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director/Secretary