

**MINUTES
SUMMIT HOUSING AUTHORITY
February 24, 2021**

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairperson Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, White, Dresdale, Ellis, Kane, Kendellen, and Walker. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree, Housing Manager and Mayda Kuriawa, 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 preparing an Annual Notice dated November 19, 2020 setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, published in the local newspapers of record and posted on the Authority's website. Additionally, a public notice was published in the Union County Local Source newspaper dated February 18, 2021 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

THE MINUTES OF NOVEMBER 19, 2020: Commissioners Dresdale and Ellis moved and seconded approval of the minutes. Commissioners Galietti, White, Dresdale & Ellis voted affirmative. The Minutes were approved. Commissioners Kendellen and Walker were in abstention. Commissioner Kane opposed.

THE MINUTES OF DECEMBER 16, 2020: Commissioners White and Dresdale moved and seconded approval of the minutes. Commissioners Galietti, White, Dresdale & Ellis voted affirmative. Commissioners Kendellen and Walker were in abstention. Commissioner Kane not voting. The Minutes were approved.

THE MINUTES OF JANUARY 27, 2021: Commissioners Walker and Kendellen moved and seconded approval of the minutes. All commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti wanted to thank the Housing Authority for collaborating with the City of Summit and Atlantic Health to get 90 residents vaccinated. She wanted to thank all parties and pleased to have such a successful outcome. She extended a heartfelt thank you to our new Commissioners Kendellen and Walker for stepping up so quickly and engaging with the Board members. Commissioner Walker will chair the

committee named "Finance/Operations" (formerly Operations). Commissioner Kendellen will be chairing the Personnel Committee. Commissioners Dresdale and Ellis (Resident Committee) will be listening and advocating for our residents by attending the Resident Meetings. She will be working with Commissioners Kendellen and Kane (Buildings and Grounds Committee) to meet on a regular basis with Executive Director to discuss the direction we should take with our buildings (inside & outside). The Affordable Housing Committee has been disbanded. The Housing Authority is no longer the agent for City of Summit. Commissioner White will be working with a consultant (Metro Consulting). Metro submitted a 16-page overview which includes information for the Broad Street West Development Project for the city of Summit and how it relates to the Summit Housing Authority. We want to make the board meetings efficient and clear with the information flow. In the future we can entertain having them recorded on a cloud-based system. The By-Laws need to be reviewed and may need updating. Commissioner Kendellen will be looking over the By-Laws and will assess if any items need to be revised.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The weather played a big part this month. We had multiple storms including one that dumped 20+ inches which proved to be challenging. I want to thank our maintenance staff for doing an exceptional job handling the snow removal for all our properties.
- We are moving forward with Direct Deposit for our rent collections. We have received a favorable response for our residents and have met with Lakeland Bank to establish protocol to have this process set up. We will have a Resolution done for March Board meeting to start taking direct rent collections beginning April 2021.
- Covid 19 vaccinations for our residents are going well. A good number of our residents will be vaccinated with the first shot in the next few weeks. Atlantic Health has been scheduling the residents for their second vaccination shot in March.
- Resumes are currently being reviewed for the two open positions at the Summit Housing Authority.
- Two proposals were received from contractors and are currently being reviewed for enclosing the dumpster area at Glenwood.
- The final bill for the Glenwood Staircase Project is being prepared at this time. We will be paying the final bill less the liquidated damages.

Finance/Operations: Commissioner Walker had several sessions with the Executive Director. All questions he had were answered satisfactory. He had some issues with the General Ledger labels that were used by HUD. Mr. Billy explained that these labels/terms come directly from the HUD Chart of Accounts. We have 1 vacancy at Glenwood and none at Weaver. There are two vacancies at Chestnut. Chairperson Galietti has asked me to elaborate on one of the vacancies at Chestnut. During the start of COVID-19 all our properties were locked down. For five months we did not allow any new residents in the building. During this time, our part time janitor was responsible for the sanitation of our senior building. Our janitor was allowed to remain at one of our vacant units to do the extensive sanitation that had to be done to keep our buildings safe for the residents. With the severe weather considerations that we have had he has been allowed to stay on. The residents are very positive about having a staff member on-site. In the past before my tenure the Housing Authority had a repairman living on this property. At Glenwood and Weaver one of the units is set aside for our live-in repairman. It is a condition of their employment that they live on the property. This allows our 24-7 emergency calls to be addressed by a staff member close by and not have to wait for them to drive a distance for the call. In the future we may want to reserve that unit for a live-in staff member and list it on our Housing Manager's Report as it is listed for our other locations. (Glenwood - 39 rental units & 1 unit for live-in repairman Weaver - 29 rental units & 1 unit for live-in repairman). Commissioner Kane stated that he would be opposed to taking this unit at Chestnut off-line. Commissioner Kendellen commented that she wants the live-repairman policy discussed in detail with the Board. Commissioner Kendellen inquired about refinancing our mortgage. Mr. Billy responded by saying that he will discuss this matter with Commissioner Walker and report back to the Board members.

Personnel Committee: Commissioner Kendellen and the committee has been reviewing the job descriptions that Executive Director provided to her. She feels that they are dated and as discussed in the Personnel committee meeting earlier today, they need to be updated. They are drafting goals for the Executive Director that will be presented to him. She is in receipt of resumes for the two jobs open with the Housing Authority. They will be reviewed with Mr. Billy and will be involved in the interview process.

Residents Committee: Commissioner Dresdale said she has been approached by some residents at Chestnut. Some residents feel that it should be the responsibility of the Housing Authority to shovel out the cars for the residents. She understands that the property is "Individual Living" and the Housing Authority is responsible for clearing out the parking lot, entrances, walkways...etc. Policy does not allow for this. She feels that the Board should review and discuss this policy. A decision needs to be made to see how to proceed with this policy. When a thermostat is replaced in unit, the thermostat doesn't adjust for temperature regularly and it stays fixed. Some residents are getting higher utility bills. Senior residents are lonely and need social interaction. The residents want to open up the Community Room at Chestnut. Mr. Billy will be checking with the Department of Health to see if that can be done. She wants to see bids come in for the automatic door for Chestnut come in. Commissioner Ellis who resides at Glenwood stated that it has been very difficult to communicate with other residents at Glenwood since COVID-19. They would meet in the courtyard or by the mailboxes to make conversation. She feels it has been a very tough time for all.

Buildings & Grounds: Chairperson Galietti wants to discuss a plan with Mr. Billy and board members regarding the external look of all properties.

PUBLIC COMMENT:

Williams, Davita - (Weaver Resident): She was concerned about the maintenance staff and how the calls are handled. If the maintenance person lives at Glenwood why are they handling calls for other locations. She sent an e-mail to Housing Authority today and would like to receive a response as soon as possible. She feels the snow removal should be completed sooner in the day at her location. She also feels people should dig out their own cars. The lots and walkways are always clear. She has ants and flies in her apartment that should be treated.

Butt, George – (Chestnut Resident): Wanted to make a comment to Commissioner Kane regarding the on-site staff member. “Special circumstances deserve special consideration”. Resident sees the staff member at 6:00AM sanitizing and going through every floor in the building making sure everything is maintained well. He is an asset to the building at Chestnut. He had problems with his heating unit. It was replaced but would like to have maintenance to take a look at the air flowing from his unit. He does not want high utility bills.

Tortoriello, Adrienne – (Chestnut Resident): She does see mice running on the D-Wing section. She understands Jackie will be arranging for the exterminator to come next week check the individual units being affected. She feels that “it is imperative that this gentleman stays” on site, referring to the on-site staff member. He is very dedicated and they would feel lost if he is removed.

McPherson, Ann – (Chestnut Resident): Wants to know if it is her responsibility to clear around her car when it snows. She didn’t understand why some of the snow was piled up by her car during the 20+ inches storm. It was tough maneuvering around it. She is not having problems with mice on D-Wing.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

- 21-24-2-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of January 28, 2021 through February 24, 2021
- 21-24-2-2: Resolution Approving the Establishment of a Salary Increase Pool for Fiscal Year beginning January 1, 2021 in the Amount Equal to 2% (\$8,838.00) of the Total Employee Salaries as of December 31, 2020.

- Resolution added on meeting night.

Commissioner White moved for a Consent Agenda for Resolutions 21-24-2-1 to 21-24-2-2. Commissioner Dresdale seconded the Consent Agenda. Upon roll call, All Commissioners voted in the Affirmative. The Resolutions were adopted.

Council Liaison: Greg Varton reported that as of February 12, 2021 there were 341 confirmed COVID-19 cases in Summit. The Vaccination Center in Summit (located at the Community Center) in partnership with Atlantic Health are vaccinating between 80 to 400 people per day. They can accommodate up to 700 people per day. They are hoping that supply of the vaccine will meet demand. The City Council will be meeting on March 2nd and a special meeting on March 8th to review sidewalk café applications. Maple Street will be closed for outside dining.

There being no further business before the Board, Commissioners White and Ellis moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:31pm.

NEXT MEETING DATE

Wednesday March 24, 2021 at 7:00 pm
Via ZOOM Video Conferencing

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