

MINUTES
SUMMIT HOUSING AUTHORITY
February 27, 2019

Chairperson Galietti called the meeting to order at 7pm in the Janet Whitman Room at Summit City Hall located at 512 Springfield Avenue. The following Commissioners were present: Commissioners Halverstadt, White, Zimmerman and Pollock. Commissioner Kane was absent. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree Office Administrator, Senior Housing Manager JoAnn Sonmez and Council Liason Beth Little.

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 December 19, 2018 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.

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

THE MINUTES OF JULY 25, 2018: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF OCTOBER 24, 2018: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF DECEMBER 19, 2018: Commissioners Zimmerman and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti talked about designating Committees. Council Liason Beth Little stated that she has someone that is interested in joining our Board and just needs to go through the process to be accepted. Chairperson Galietti informed the Board that she and Commissioner White have been meeting with Mr. Billy once a month to discuss different topics as it relates to the Housing Authority.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy stated that as of the first of the year he was notified about 2.3% RAD rent increase on contract rents. Under RAD program there is an annual adjustment factor that increases contract rents. He advised the Board he already billed the Madison Housing Authority.
- On February 7, 2019 Mr. Billy did a Grant Presentation for CDBG to the Sub Committee For Public Facilities. We submitted an application to do another 30 Unit conversion of Of the bathrooms at Chestnut. Presentation went very well. We asked for \$76K to do bathrooms. Unfortunately, the full Committee meeting of 2/20 was cancelled due to ice and snow. At the next Housing Sub Committee meeting Mr. Billy will know what happened.
- He announced that we have publicized our Landscaping RFP for 2019 season. Proposals are due by March 19, 2019.
- He stated that at Chestnut we have installed the new lighting fixtures on the 1st floor. So far- the residents love them. We will continue this project throughout the building Including the stairwells.
- We have been having an ongoing issue with the mailperson not locking the panels in The mailroom. In order to alleviate the problem, Mr. Billy decided to have Our handyman build a partition that will be behind the mail slots. The wall will be About 7 feet high but will still have a gap towards to top to allow air and lighting. There will be a locked door with a key with a privacy lock.
- He advised the Commissioners that the Security Cameras are fully operational at Glenwood. We can conveniently retrieve the videos from our phones. The images are perfectly clear. Next week we will be doing Weaver St. the same way.
- Our A&E people have completed all the necessary site measurements for the 3 projects that we are doing at Glenwood Place. Mr. Billy said that we ordered the new Laundry equipment and are anticipating delivery by March 25, 2019. We will be installing a pay station that utilizes the smart cards, similar as we did at Chestnut. We decided to get (5) regular washers and (1) front loader. As far as the dryers- we will have (2) large capacity dryers and in the 3rd slot location we will install (2) double stack of regular dryers. Pricing will remain the same and we will increase the dryer time by 5 minutes. Before we move in new equipment- the laundry room and the community room will be painted and new flooring will be installed.

- Mr. Billy informed Commissioners that the NJNAHRO Conference will be held May 18, 2019. There a lot of great sessions and he offered them an invitation to attend if interested. He instructed them to let Jackie Roundtree know so we can set up accommodations accordingly.
- Vice Chairperson White inquired about recent resident meeting at Glenwood and Weaver. Mr. Billy said that we had (4) residents attend from Glenwood on Jan. 31st and (5) residents attended from Weaver on Feb. 6th. We had a few residents that expressed concern about the crank up windows. Zenobia the Family Housing Manager sent out surveys for residents to describe in details issues they had with windows. They also mentioned some bird nesting that was happening and we let them know that we will take care of it. On Feb. 25th we had the meeting at Chestnut and parking issues came up again. We discussed the drainage issue in parking lot and advised residents there that we will be repaving the lot to correct that problem. In Spring we are planning to restripe the parking spots as well. There was a patio door on the 2nd floor that warped and a lot of air was entering. We put some plastic in the meantime but ended up replacing patio door along with frame. Lastly, Mr. Billy mentioned that he reminded the residents that when they have an emergency situation after hours not to call fire dept, police etc. They must call Emergency Hotline that we have set up for them and is available 24 hours 7 days a week.

Operations: Commissioner Halverstadt reported that Treasurer's Report shows the our deposits seem to be low for the month. However because we have money coming in at all times of the month that explains why the low balances. We are supposed to have a HAP payment that comes from Madison and that didn't come in until the end of the month. Once that is taken into consideration then we are right in line with everyone else and are maintaining a healthy financial position. In regards to our Cedar CD there is no concern in stability. The Budget to Actual shows a 4% in negative variance and that is due to some late payers and has since been paid. As we go thru the rest of the year – these numbers tend to regress according to the budget. It works out that we have 3 payrolls in the month of January. The housing managers report shows (1) turnover in Chestnut and Glenwood and Weaver are both full.

Affordable Housing: Commissioner White said there will be an Affordable Housing Committee meeting on January 31, 2019. We got an update from the City regarding the settlement with the court and finalizing the Fair Share Plan. He touched base on the 8 overlay zones where affordable housing could be created at some point. Multi families of 4 or more units have been set aside. That is part of the agreement. The Spending Plan which is part of the Housing Trust Fund flows into this and then the commitment to create 50 units over the next 6 years. Council Liasion Beth Little inquired about the email send to Mr. Billy regarding snow removal. He told her that our guys are instructed to always clean up Chestnut and then work on other 2 sites. By next morning all sites were cleaned.

Personnel: Commissioner Zimmerman said that The Board will meet for an executive session at the end of regular business.

Residents Committee: None

Buildings & Grounds: One of our residents emailed Mr. Billy and included the Mayor regarding the snow around 10:15pm. The storm that day ended at 8:30pm. Mr. Billy reminded the Board that he always sends our guys out to clean Chestnut first and then the family sites. Mr. Billy walked sites by 1 am and by then everything was clear. She also commented on the tree and fence that fell on our property. Mr. Billy explained that neighbors tree knocked down our fence and it wasn't our responsibility. Lastly, he advised Commissioners that emails and phone numbers are being retrieved from residents during their annual recertifications. This way we can complete our call/blast list and make communication a little bit easier with everyone.

PUBLIC COMMENT: Chairperson Galietti acknowledged our Chestnut resident Rosemary Grace from Apt. 412B. She mentioned that she there was a Hot Water Heater that was discarded by our dumpsters and it was an eye soar. She stated it has been there a few weeks. She also expressed concern about the heating bill at Chestnut. She suggested we find a way to stop the drafted areas from letting cold air in.

OLD BUSINESS: None

NEW BUSINESS: Council Liasion Little shared a lot of information about the American Planning Conference and Solar Pilot Program being festered by Gov. Murphy regarding access to solar panels that can be installed to conserve energy. Program is designed also for low/moderate income.

COUNCIL LIAISON: No Report at this time.

RESOLUTION: Commissioner Zimmerman moved for a Constant Agenda for Resolution 19-27-2-1:

19-27-2-1: Resolution Requesting Approval of the Payment of Invoices for the period of January 24, 2019 through February 27, 2019.

Commissioner Halverstadt 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 Halverstadt and Commissioner Zimmerman moved and seconded that the Board go into Executive Session to discuss personnel matters. The roll call was unanimous in the affirmative.

Commissioner Pollock and Commissioner Zimmerman moved and seconded that the Board close the Executive Session and move back into open public session. The roll call was unanimous in the affirmative.

There being no further business before the Board, Commissioners Zimmerman and Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:58 pm.

NEXT MEETING DATE

Wednesday March 27, 2019 at 7:00 pm
Vito A. Gallo Building- Community Room
12 Chestnut Avenue
Summit, NJ 07901

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

**SUMMIT HOUSING AUTHORITY
MINUTES – EXECUTIVE SESSION
February 27, 2019**

Commissioner Halverstadt and Commissioner Zimmerman moved and seconded that the Board go into Executive Session to discuss personnel and/or legal matters that may or may not be acted upon. The roll call was unanimous in the affirmative.

Mr. Billy update the Board as per their request from last month by providing contractual information relating to his arrangement as the part-time Executive Director at the Freehold Housing Authority, as well as, his leave-time bank activity for 2018, and a listing of those Executive Directors throughout the state who are administering more than one Housing Authority. Discussion ensued relating to the information; the current status of the arrangement and the time accounting for it, and the anticipated expectation of the arrangement going forward. The Commissioners related questions to Mr. Billy regarding the details of the information which he elaborated on.

Mr. Billy advised the Board that his contract in Freehold was due to be renewed effective February 1, 2019, for an additional three years, but he asked the Freehold Board to delay the extension until he discusses the situation with the Summit Board.

After further discussion, the consensus of the Board was to allow Mr. Billy to continue his contractual agreement with Freehold for an additional one year and to revisit the situation again prior to the expiration of that one-year agreement. Mr. Billy thanked the Board for their consideration and for the consistent support and understanding he always receives from them.

Commissioner Pollock and Zimmerman moved and seconded that the Board close the Executive Session and move back into open public session. The roll call was unanimous in the affirmative.

Respectfully Submitted,

Joseph M. Billy, Jr.
Secretary

