

**MINUTES
SUMMIT HOUSING AUTHORITY
February 28, 2018**

Chairperman Pollock called the meeting to order at 7:40 pm in the Janet Whitman Room at the Summit City Hall located at 512 Springfield Avenue. The following Commissioners were present: Commissioners Zimmerman, Halverstadt, White, Kane and Chairman Pollock. Vice Chairperson Galietti and Commissioner Coates were absent. 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 preparing an Annual Notice dated December 13, 2017 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 DECEMBER 13, 2017: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF JANUARY 24, 2018: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Pollock opened up the meeting with thanking Vice Chair Galietti for serving as Chair at January's meeting in his absence.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that the Bathtub Conversions are 50 percent completed. We have done 16 including the prototype. The first periodic payment was just made to the contractor in the amount of \$17K, the second payment was about \$50K. We sent a bill to the county CDBG- they promised us \$30K to help us with this project. We sent them all the paperwork documenting what has been paid in order to obtain reimbursement. A problem with firewall protection arised and we are working to resolve it now.
- He updated Commissioners on status of stolen work truck. They found it in West Orange, N.J. and was then taken to a storage facility in Irvington, N.J. Salerno Duane repaired the truck for a about \$5K. We are currently in the process of negotiating with the insurance company.

- Mr. Billy pointed out that there is revised Budget To Actual for 12/31/17 in packet because we posted back bills that were paid in January 2018.
- We had an issue with Hot Water Heaters at Chestnut. Most of them are over 15 years old and soon they will need to be replaced. It can get expensive if we continue to pay the plumber to install these Hot Water Heaters. Therefore, we purchased a high end tool that the plumbers uses to crinche the pipes during installation. Now our maintenance men Rashan and Chris can install them .This should save the Housing Authority considerably.
- Mr. Billy announced the St. Patrick's Day Event held at the Knights of Columbus on Friday March 16, 2018. All the Seniors in Summit are attending this event. Then the YMCA will be coming to our Senior Building at Chestnut on March 17, 2018 for a luncheon.
- He advised the Commissioners that there was an issue with the Cell Towers Leases. The City went through a new arrangement with AT&T. They built a new facility in New Providence, N.J. where they do the police dispatching. We currently have a contract with AT&T for Chestnut and already receive money from them. Within the last 3 months AT&T has been paying us our fee and The City of Summit fee on the same check. We resolved this, then but then we received a check from T-Mobile for an amount that also includes The City of Summit lease. Inevitably, we will going through the same process with T-Mobile.

Operations: Commissioner Halverstadt reported that Budget did well in December & January. The Investment Rates were decent. Commissioner Zimmerman noted that the debris by the dumpster has been addressed and looks much better.

Affordable Housing: Commissioner White reported that Habitat for Humanity is coming along. Not much to report at this time.

Personnel: Commissioner Zimmerman sent a note to Mr. Billy regarding goals & objectives for 2018 to be reviewed by the May Board Meeting.

Residents Committee: No Report at this time.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No Report

RESOLUTION: Commissioners Zimmerman moved for a Constant Agenda for Resolution 18-28-2-1 through 18-28-2-3.

18-28-2-1: Resolution Requesting Approval of the Payment of Invoices for the period of January 25, 2018 through February 28, 2018.

18-28-2-2: Resolution Authorizing the Award of a Contract to Novogradac & Company LLP of Toms River, NJ to perform the Annual Financial & Compliance audit for the FYE 12/31/2017 in an Amount Not to Exceed \$9,088.00.

18-28-2-3: Resolution Approving Official Travel to and from New Orleans, LA by the Executive Director to Attend the PHADA 2018 Annual Convention & Exhibition on May 6-9, 2018.

Commissioner White seconded the Consent Agenda.

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

There being no further business before the Board, Commissioners Halverstadt and Zimmerman moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:15 pm.

NEXT MEETING DATE

**WEDNESDAY March 28, 2018 at 7:00 pm
Community Room-Vito Gallo Building
12 Chestnut Avenue
Summit, NJ 07901**

Respectfully submitted,

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