

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**January 23, 2019**

Vice-Chairperson White 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, Kane and Pollock. Commissioners Coates and Galietti were absent. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree Office Administrator, Senior Housing Manager JoAnn Sonmez and Council Liaison 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: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

REPORT OF THE CHAIRPERSON: Vice Chairperson White acted as Chairperson on behalf of Chairperson Galietti. He talked about Committee assignments. Commissioners Zimmerman and Halverstadt are on Personnel Committee. Commissioner Kane will assist with Building & Grounds. Vice Chairperson White offered opportunity for anyone else to join him in Residents Committee and Commissioner Halverstadt in Operations. Chairperson Galietti and Vice-Chairperson White will be meeting with Mr. Billy every month before the Board meeting to discuss current operations.

## REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy stated that the CDBG cycle started and they had a full committee last week of all 21 towns in Union County. Mr. Billy is the Chairperson of the Housing Sub Committee. There was about \$9.2 Million worth of applications. Once they are reviewed- Sub Committee will come up with awards.
- Recently, we started the Lighting Project at Chestnut. The contractor installed 13 fixtures On the first floor. At this point, they are waiting for the remainder of the supplies in Order to move forward.
- Mr. Billy touched base on the 3 projects with the Rental Rehabilitation Funding. The A&E people are working on these now. We anticipate to have plans/specs for this within The next 60 days. We intend to bid these out soon and have contractors lined up when the Weather breaks. At that time, we will come up with a scheduling plan to begin working On the projects. The biggest challenge is going to be the staircases because some of the Buildings only have one way in and one way out. Since we are going to be taking those Stairs out we will have to figure out another way for residents access.
- He stated that the Affordable Housing Committee is going to meet January 31, 2019. First time in a year.

**Operations:** Commissioner Halverstadt reported that Treasurer's Report shows healthy balances. Rates are consistent with the market. The December Budget to Actual shows a positive variance of about \$102K. The Housing Manager's Report shows that all is full.

**Affordable Housing:** Commissioner White said there is a meeting next week. Council Liason Beth Little stated that the settlement that was originally negotiated ran into some issues because the Our House Units were included. The Agreement that was met with the Fair Share Housing was that instead of having the housing requirements only in overlay zone-can they have it citywide. The goal is to have the next 10 years 50 new Affordable units.

**Personnel:** Commissioner Zimmerman reported the Board will meet in an executive session at the end of the regular meeting to discuss Mr. Billy's Annual Evaluation.

**Residents Committee:** No Report at this time.

**Buildings & Grounds:** Council Liaison Little inquired about Building D at Weaver. Mr. Billy advised the Board that everything has been replaced and repaired. All units are back to full gas service. We have a \$37K plumbing/supplies bill that covered all costs of repairs for that situation.

PUBLIC COMMENT: Vice-Chairman White acknowledged our Chestnut resident Rosemary Grace from Apt. 412B. She mentioned that she attended our tenant meeting and stated that she has many of the same comments/issues mentioned at that time. She addressed the lack of parking in Summit and suggested once again that we convert our visitor's parking into tenant parking spaces. Mr. Billy suggested that instead of considering that idea-maybe requesting a discounted rate for our residents to parking in the Public Parking area across the street. Ms. Grace expressed some concern about our janitorial schedule in regards to cleaning out recycling room at Chestnut. She was assured that his will be monitored closely to make sure we can provide a clean and safe environment for everyone.

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No Report

RESOLUTION: Commissioner Halverstadt moved for a Constant Agenda for Resolution 19-23-2-1 through 19-23-2-2. Commissioner Kane requested the resolutions be considered separately.

19-23-2-1: Resolution Requesting Approval of the Payment of Invoices for the period of December 20, 2018 through January 23, 2019.

Commissioners Halverstadt and Zimmerman moved and seconded approval of this resolution. Upon roll call vote, all Commissioners voted in the affirmative. The resolution was approved.

19-23-2-2: Resolution Adopting the Annual Budget for the Housing Authority of the City of Summit for the fiscal year January 1, 2019 through December 31, 2019.

Commissioners Zimmerman and Halverstadt moved and seconded approval of the is resolution. Upon roll call vote, Commissioners Halverstadt, Pollock, White and Zimmerman voted in the affirmative. Commissioner Kane voted No. The resolution was approved.

EXECUTIVE SESSION: Commissioner Pollock and Commissioner Zimmerman moved and seconded that the Board go into Executive Session to discuss personnel matters and Mr. Billy's annual performance review. The roll call was unanimous in the affirmative.

Commissioner Pollock and Commissioner Halverstadt 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.

Resolution 19-23-1-3: Resolution Authorizing a Salary Increase of 2.0% For All Eligible.  
Summit Housing Authority Employees for Fiscal Year 2019 Retroactive to January 1, 2019.

Commissioners Halverstadt and Pollock moved and seconded approval of the resolution. Upon Roll call, Commissioners, Halverstadt, Pollock, White and Zimmerman voted in the affirmative. Commissioner Kane voted no. The resolution was approved.

There being no further business before the Board, Commissioners Halverstadt and Pollock Moved and seconded adjournments. The motion passed by unanimous voice vote and the Meeting was adjourned at 8:09pm.

**NEXT MEETING DATE**

**Wednesday February 27, 2019 at 7:00 pm**  
**Janet Whitman Room- Summit City Hall**  
**512 Springfield Avenue**  
**Summit, NJ 07901**

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