

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**January 24, 2018**

Vice Chairperson Gallietti called the meeting to order at 7:01 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 Vice Chairperson Galietti. Commissioner Coates and Chairman Pollock 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.

OATH OF OFFICE FOR NEW COMMISSIONER: Mr. Billy swore in Peter Kane as new Commissioner.

THE MINUTES OF DECEMBER 13, 2017: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

REPORT OF THE CHAIRPERSON: Vice Chairperson Galietti opened up the meeting with inquiring status on our stolen work truck.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that he is delighted to inform them that the work truck was recovered. It was located in East Orange, New Jersey about a week or 10 days after the incident. All equipment and tools were all gone. We had it towed to Salerno Duane and they estimated repairs to be about \$5k. Our JIF insurance company is handling the process at this point.
- He said that regarding CDBG: This is the beginning of the new cycle for year 44. Submission of grant applications were due the beginning of December. We had a general meeting on January 17<sup>th</sup>. Mr. Billy is the Chair of The Housing Sub-Committee. There is about \$1.8 million in requests in that sub committee. Usually about \$1.15 gets allocated. Overall total of available CDBG monies is \$4.3 million.

- Mr. Billy discussed Resolution #2 the approval on the New Cingular Lease Cell Towers. He reminded the Board that we have 2 options: Regular Renewal & Guaranteed Rent Renewal. Regular renewal has a slightly higher monthly fee but there's no guarantee the provider will obligate to the full lease. The Rent Guarantee is a little less money but it's a 10 year guarantee payment. We decided to review with the Guaranteed option.
- The RAD Conversion took effect January 1<sup>st</sup>, 2018. HUD is a little behind in making sure that the financing numbers are accurate.
- Mr, Billy announced a Martin Luther King Day celebration that took place at Chestnut. About 30 different venues participate in this celebration and they use our Community space in the Gallo Building for one of them. Always a great celebration.
- He updated everyone on our progress with Bathtub Conversions. Our plumbing inspection concerns have been resolved. We are anticipating to be done with all 30 by the end of February.
- Chairperson Galietti questioned the incident with a stolen hand bag. Mr. Billy explained that one of our senior tenants was using the art room to hold gatherings with her friends. No one at the Housing Authority gave permission or was even aware that non tenants were gathering there. We found out when one of the visitors reported a stolen hand bag. We advised her to call the police and let them handle it. As far as we know, stolen property was not recovered.
- Mr. Billy mentioned that the Senior Holiday Luncheon was a success. Towne Deli catered it and as usual everything went exceptionally well. The tenants enjoyed the music, food, entertainment and especially sitting on Santa's lap to take pictures.

**Operations:** Commissioner Halverstadt reviewed all the reports and requested that we enhance the Treasurer Report by listing total opening balances. There was discussion regarding the plumbing work done at Glenwood and the digging into the concrete that took place.

**Affordable Housing:** Commissioner White reported that as far as the Fair Share Plan – the City was supposed to meet on December 29<sup>th</sup> to file an amendment. We don't have an update on that and there still is no update on Habitat Project.

**Personnel:** No report at this time.

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

**Buildings & Grounds:** Commissioner Zimmerman mentioned that the recycling containers always seem to be full at Glenwood. Mr. Billy explained unfortunately, depending on who is parked in those spaces near containers will determine if truck can get in or out to pick up trash/recycling. Also we have clearance issues during snow situations. We are continuing to monitor the situation to improve this condition.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No Report

RESOLUTION: Commissioners Zimmerman moved for a Constant Agenda for Resolution 18-24-1-1 through 18-24-1-2.

18-24-1-1: Resolution Requesting Approval of the Payment of Invoices for the period of December 14, 2017 through January 24, 2018.

18-24-1-2: Resolution Approving a Second Amendment to the Lease Agreement between The Housing Authority of the City of Summit and New Cingular Wireless PCS, LLC effective April 15, 2019 for the cell towers located at the Vito A. Gallo Building, 12 Chestnut Avenue, Summit, NJ.

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.

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 7:40pm.

**NEXT MEETING DATE**

**WEDNESDAY February 28, 2018 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