

MINUTES
SUMMIT HOUSING AUTHORITY
June 27, 2018

Commissioner Zimmerman was acting Chairperson and called the meeting to order at 7:03 pm in the Janet Whitman Room at the Summit City Hall located at 512 Springfield Avenue. The following Commissioners were present: Commissioners Zimmerman, White, Coates and Kane. Our new Council Liaison Beth Little was also present. Chairperson Pollock, Vice Chairperson Galietti and Commissioner Halverstadt 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 APRIL 15, 2018: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

REPORT OF THE CHAIRPERSON: Commissioner Zimmerman acted as substitute chairperson. No Report at this Time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that there was an incident that happened at the Vito Gallo Building. We heard from about 12 residents that told us that their rent checks were never cashed. These same residents all put their rent checks in the lock box located in the lobby. The door where this lock box is located is usually locked. However, we found out that the new mail person has not been consistent with keeping this door locked unfortunately. Mr. Billy immediately consulted with our maintenance men in that building and they constructed a much safer enclosure. Commissioner Kane questioned about surveillance system in that building. Mr. Billy explained that there is no CCTV Camera System at that development.
- He informed Commissioners that we received the CDBG grant of \$30,000 to help us pay for Bathroom Conversions. We also did a routine Bed Bug Sweep and discovered we only had 2 residents that needed to be treated. One at Chestnut and other at Glenwood. Both have already been treated. In 6 months we will do a sweep again.
- Mr. Billy advised Commissioners that we are having a lot of issues with our washer and dryer machines. We are currently getting proposals from Sepco to see if we can upgrade our machines. The coin collection is also becoming an issue. Therefore, we are entertaining the idea of replacing them with debit card machines. This will be roughly a \$17-18K investment. Once we compared the amount of money we are spending to repair these machines- it will be a positive investment. We are going to try it out at Chestnut first and see how it goes before moving forward with Family Units.
- Mr. Billy discussed a pending proposal to re-open the small Café at Chestnut. The daughter of one of our residents, Trillisa Greene is a caterer and would like to offer an opportunity to benefit our seniors with a functioning café serving breakfast and dinners at very reasonable prices. We are in the process of negotiating a lease agreement.
- He informed Commissioners that the we have been changing our lighting fixtures and converting to LED lighting. It was part of our deal with RAD Conversion to do some energy saving items. We have been having an issue with a new neighbor on Franklin Place due to lighting that was shining directly into her property. We have redirected the lighting to accommodate her. We also had cooperation of the city and got a bucket truck to help us redirect other lights that still remained to be a problem. Mr. Billy has a friendly relationship with this new neighbor and is trying his best to alleviate any complaints she may have.

- Mr. Billy invited the Commissioners to our yearly Senior BBQ on July 31, 2018 from 12-2:30pm. We are having a Mardi Gras theme this year. Commissioner White inquired about the possibility of doing events like this for the family developments also. Mr. Billy indicated that we have tried in the past but unfortunately haven't had much interest from the residents. Commissioner White suggested that we try to obtain email address to communicate with our residents about changes and what's going on with the Housing Authority. All Commissioners agreed to meet up 15 minutes before next Board Meeting on July 25,2018 to walk around and look at property at Glenwood P1 and talk to any residents that come around.

Operations: Mr. Billy reported our Treasurer's Report shows healthy balances. The General Account is a little low averaging \$100K but on the next report it will reflect the correction of the HAP Subsidy that HUD finally has caught up with. A check for \$206K was just deposited. Nothing outstanding with Budget to Actual. Housing Managers Report shows that all developments are full. No vacancies at this time.

Affordable Housing: Commissioner White stated that a lot of things have happened. He will prepare a more detailed report for the next meeting. Council Liason Beth Little said that the spending plan has been an issue. The Fair Share center has contested that there is not enough money in the city spending plan to build. Mr. Billy said that he will need Affordability Assistance Money for the Russell Place property. There has been some concerns that the Affordable Units that were originally leased and screened by the Housing Authority are still being occupied by the same affordable tenants. Ironically, there is no requirement from COAH that requires any additional verification after initial occupancy. Mr. Billy was going to do some leg work by conducting a site visit to each property to check mailbox names in an attempt to see if the units are still occupied by the original tenants. He also obtained the original CO on these units. The Board members spent considerable time discussing the responsibilities of the Housing Authority on this topic. Mr. Billy was asked to provide the Board with a copy of the Administrative Agent Agreement between the SHA and the City prior to the next meeting.

Personnel: Commissioners Zimmerman and Halverstadt met with Mr. Billy for his Annual Review and our goals/objectives for 2018-2019.

Residents Committee: No Report at this time.

Buildings & Grounds: Council Liason Beth Little asked about the Community Bathrooms at Weaver. She wanted to know why they are locked most of the time. Mr. Billy explained in the past, leaving bathrooms unlocked led to them getting defaced & becoming unsafe. He stated that when residents reserve the Community Room for a party or affair we unlock bathrooms so they can use them for the guests. Liason Little discussed a plumbing issue we had several months ago at Glenwood. Mr. Billy advised that the issue occurred in one apartment at the beginning of the year and was corrected after several snakings.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No Further Report.

RESOLUTION: Commissioner White moved for a Constant Agenda for Resolution 18-27-6-1 through 18-27-6-2.

18-27-6-1: Resolution Confirming the Approval for the Payment of Invoices for the period April 26, 2018 through May 23, 2018.

18-27-6-2: Resolution Requesting Approval of the Payment of Invoices for the period May 24, 2018 through June 27, 2018.

Commissioner Coates 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 Coates and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:28 pm.

NEXT MEETING DATE

WEDNESDAY July 25, 2018 at 7:00 pm
Community Room
1-6 Glenwood Place
Summit, NJ 07901

Respectfully submitted,

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