

**MINUTES
SUMMIT HOUSING AUTHORITY
March 24, 2021**

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairperson Galietti called the meeting to order at 7:05pm. The following Commissioners were present: Commissioners Galietti, White, Dresdale, Ellis, Kendellen, and Walker. Commissioner Kane was absent. Also present were Executive Director Joseph M. Billy, Jr., Housing Manager Jackie Roundtree and Office Administrator Mayda Kuriawa, 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 November 19, 2020 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. Additionally, a public notice was published in the Union County Local Source newspaper dated March 11, 2021 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

THE MINUTES OF FEBRUARY 24, 2021: Commissioners Dresdale and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti stated that this has been a dynamic month for the organization. We are continuing to operate safely during COVID 19. Mr. Joseph M. Billy Jr. is resigning from his position as the Executive Director effective March 31, 2021. The Board would like to thank him for his eight years of service and wish him well in his future endeavors. We also want to thank the staff for maintaining "business as usual" during this time. In addition, she would like to thank Commissioners White and Kendellen who have volunteered their time to help manage through this transition. We are quickly moving to find and Interim Executive Director. We are optimistic that we can find someone qualified so we can move forward. A notice was sent out to all residents with this information. Many residents want to know if the Community Room can be opened at Chestnut site. Mr. Billy spoke with Megan Avallone (Director of Westfield Regional Health Department) and currently she feels that with the recent spike in COVID -19 cases it is best for the Community to remain closed at this time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- We received the final invoice for the Windows Project at Glenwood.
- Mr. Billy said that eight years went by very fast. He was grateful to all the Board Members, past and present for all the support they showed him during his tenure. He feels we improved the lives of the residents we serve in Summit.

Finance/Operations: Commissioner Walker reviewed the finances. He currently does not have any concerns. On the Treasurer's Report there was a question in the payroll negative balance. It was explained that it dealt with the timing when the money is deposited in relation when it was withdrawn. On the Budget to Actual Report the higher than projected cost for the maintenance salaries was questioned. Overtime for COVID-19 sanitation and snow removal added to the normal salary expense. The extra ordinary maintenance charges for \$230,000 are for expenses that been reviewed and approved. Chestnut, Glenwood and Weaver have one vacancy in each of the properties.

Personnel Committee: Commissioner Kendellen along with Executive Director and Commissioner Dresdale reviewed resumes for the part time Social Worker position. A candidate was interviewed. The position was offered to Katie Ladner. She accepted the offer. Her start date will be on or about April 5th. She is working on a revised job description for the Executive Director. This will be reviewed with the Interim Executive Director. This will also serve as a prototype for the job description for the Assistant Executive Director position.

Residents Committee: Commissioner Dresdale wanted a status update on the two pending issues at Chestnut. The refurbishing of the elevators and installation of the automatic doors (two entrances - Broad Street and the Railroad track side). The Executive Director met with the engineer. He is currently working on four projects and these are on the list. We are waiting for him to send us plans and specs for these projects. He has a person on staff who is familiar with elevator rehabilitation and would have him come to the property and prepare plans and specifications for the projects. The Housing Authority would be accepting proposals for these projects. The Chestnut residents feel strongly about keeping a staff member on the property. The residents would also like to see the Community Room opened to them.

Buildings & Grounds: Chairperson Galietti met with Commissioners Kendellen, Kane and Engineer Mark Montalbano at Glenwood to discuss future renovations of units as they become vacant. The Engineer will need to get a template and provide plans and specifications for the for future renovations of units as they become available. The engineer was also asked to provide plans for exterior improvements.

PUBLIC COMMENT:

Butt, George – (Chestnut Resident): He wished Joseph M. Billy Jr. good luck on his new position. He wants to make sure he gets a chance to meet with the Interim Executive Director and have a discussion with him/her about the building.

Fortune, Wanda - (Glenwood Resident): Resident wanted to wish Joseph M. Billy Jr, good luck in the future, but she did not appreciate how he handled certain situations in the past as the Executive Director.

Williams, Davita – (Weaver Resident): Resident waiting for a response from a letter that was sent to Summit Housing Authority. She has been speaking with Councilman Greg Vartan to get a resolution to the issues she is having in her apartment.

McPherson, Ann – (Chestnut Resident): Resident is claiming that the lighting around the building is not good. The lights in the street are also very dim.

Tortoriello, Adrienne – (Chestnut Resident): Resident claimed she had a leak in her bathroom. She contacted Jackie Roundtree at the office and the job was remediated immediately. She was pleased with the way it was handled and wanted to say thank you for a job well done.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

21-24-3-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of February 25, 2021 through March 24, 2021.

Commissioners Walker & Dresdale moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

Council Liaison: Greg Vartan reported that in January we had 263 confirmed COVID-19 cases

in Summit. In February we had 146. To date there are 131 cases. Hundreds of residents continue to be vaccinated at The Vaccination Center in Summit (located at the Community Center on 100 Morris Avenue) in partnership with Atlantic Health. COVID-19 cases are on the rise in New Jersey and we need to continue to be vigilant.

There being no further business before the Board, Commissioners White and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:48pm.

NEXT MEETING DATE

**Wednesday April 28, 2021 at 7:00 pm
Via ZOOM Video Conferencing**

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