

**MINUTES
SUMMIT HOUSING AUTHORITY
March 27, 2019**

Vice-Chairperson White called the meeting to order at 7:03pm in the Community Room at Vito Gallo Building located at 12 Chestnut Avenue. The following Commissioners were present: Commissioners Halverstadt, White, Pollock and Zimmerman (via telecommunications). Commissioner Kane arrived at 7:07pm. 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 JANUARY 23, 2019: Commissioners Pollock and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Vice Chairperson White acted as Chairperson on behalf of Chairperson Galietti. He stated that on March 15th he and Chairperson Galietti met with Mr. Billy as discussed previously. It was a productive meeting. They discussed a few items and issues about some of the topics that have come up during the month.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Commissioners that we had an unusual situation with our General Fund Account where there was an unwarranted charge for about \$4900. It was listed as A New Jersey Motor Vehicles Agency and when we contacted them they said they did not make the charge. We immediately contacted Lakeland Bank and they automatically disabled the account. Due to this change- we need Commissioners to sign new signature cards. We ended up closing that account to be safe and reopening a new one. In the meantime, the bank gave us credit after they investigated and realized it was not our activity at all.
- We did RFP's for Landscaping Services for 2019. We ended up with 2 proposals and a Resolution that is on our agenda for tonight to award the contract and it has worked out very well.
- Mr. Billy advised them that we just did our Semi-Annual Bed Bug Sweep on all our properties. In a week we will be a follow up treatment just to be thorough. After the sweep we did find a couple of apartments that needed to be treated so we will address them accordingly. Then within the next 6 months we will do another sweep again. Mr. Billy explained the proper way to dispose of belongings for those that did have bed bugs.
- He reported that we were fortunate enough to be awarded \$30K from CDBG from the County for remodeling new bathrooms into walk-in showers at Chestnut. Annual grant cycle starts Sept. 1st. We will have plans/specs put together and available for contractors very soon. We anticipate getting this project up and running come Sept. so we can get our reimbursement of the \$30K back from the County.
- At Chestnut we have the installation of the new Energy Saving LED lighting. The hallways are almost completed. We are working in the stairwells now. The new lights are much nicer and much brighter. It has created a whole different atmosphere.
- The mailroom situation has been resolved. We had our handyman build a wall with a secure self-locking door. The Mail person has a key. The addition didn't take up much space so we can still use the room adjacent to it as a conference room. We no longer have issues with panels and people leaving them unlocked. The room remains very secure now.
- Mr. Billy informed Commissioners that the Social Worker that was sent to us by Overlook Hospital is on an extended maternity leave. She is experiencing a difficult

pregnancy therefore her doctor has put her on bed rest. The supervisor from Overlook hospital is trying to find us a replacement.

- At the Chestnut Café we installed a new cook top and also upgraded the counters. The ones that were there before were old and worn. This upgrade has created a much warmer and friendlier atmosphere. We also installed a new dumpster at Chestnut by Railroad Avenue. It is a little larger than the one we had before and this particular one has side panels. This opening will make it easier for the senior residents when they dump their garbage.
- At Weaver St we have just about completed the upgrade of the CCTV. Everything should be completely done by next week. At this time, we all will have access to the cameras there. At Glenwood the 3 major projects are still in plans/specs. The measurements are almost done and after that we should be able to solicit bids. The new laundryroom is going to be opening on April 3rd. The equipment has already been ordered and will be delivered on that day. Prior to that we have been remodeling the room. We had a plumber come in and replace all the drainage/feedline pipes. Our maintenance guy is painting the room. Once our new equipment is installed – we will have our floor contractor come in and put down new tile flooring. That will continue into hallway and Community Room. We sent residents a notice that there will be a mandatory resident meeting on Wed. April 3rd at 7pm. At this time, we will I instruct them on how to use machines and also disburse smart cards to everyone.
- Commissioner Zimmerman said she was concerned about an email from Mayor Radest stating that we had a rodent problem at Glenwood. Mr. Billy replied that he went over there to check it out and did not see any evidence of a rodent problem. He did however notice a lot of debris that started late one night due to the impending Bed Bug Treatment scheduled there.. Mr. Billy instructed our guys to take all that garbage to the dumps. We had to utilize both work trucks because there was so much stuff. The dumpster was overflowing with bags of clothing and personal possessions. We contacted our dumpster company to consider the possibility of putting a larger dumpster there too. We have the service provider coming out tomorrow to look at the enclosure space and see if that is an option. Vice-Chairperson White mentioned that he was over there before the meeting and witnessed the dumpster packed of household items. He also noticed that the maintenance workers are also there with their trucks moving some stuff out.

Operations: Commissioner Halverstadt reported that Treasurer's Report shows our General Accounts have much more collection. The balances on these accounts remained constant. A positive of investments increased roughly by about \$200k. The Cedar CD is still 2% which is reasonable. We are locked in to keep our deposits with Lakeland Bank as per our RAD conversion. However, we got a great rate long term with them. The Budget To Actual reflects a small unfavorable variance roughly \$12k. Some of that has to do with the HAP payments still owed by Madison Housing Authority. Since we budget based on accrual basis – our budget will

show income on our investments. Every month our investments are CDs and they pay all their interest at maturity. Many times that will result in a negative variance until our CDs mature. In the course of the years it will normalize itself. Administrative expenses and the fact that it is a 3 payroll month, we do have a small negative variance. Total utilities showed a positive variance of 27%, Maintenance Labor had a significant negative variance (\$6k) due to vacancy turnovers and prepaid salaries. The Pilot was also slightly affected by this too. Extraordinary Maintenance showed about \$20k negative variance also due to major projects we are working on now. That too will normalize over time. According to the numbers we are very close to budget. The Housing Manager's Report shows full. It shows (4) recerts at Glenwood, (2) at Weaver and (2) move-ins at Chestnut along with (13) recerts there. That was a very good job.

Affordable Housing: Commissioner White said that he arranged a meeting with the City and with New Jersey Community Capital a non-profit Housing developer and discussed the possibilities of a partnership. We are keeping our eyes for an opportunity to work with non profit developers and meetings with interface council. Council Liasion Beth Little stated that the Habitat Project is still in zoning. The issue there is that the Habitat property is owned by the Italian American Club and in the agreement they kept 1 small building that faces Morris Avenue. The exit of that property is on Culdesac side and the neighbors there are concerned about the traffic that is going to cause. At this point, the City has retained some experts to try to find a way to have Egress on Ashford Court minimizing the obstruction of current residents.

Personnel: Nothing to Report.

Residents Committee: Vice Chairperson White was informed that we had a resident meeting last week at Chestnut and next week we are meeting with residents from Glenwood. We are waiting for all the camera systems to be up and running before we meet with Weaver residents.

Buildings & Grounds: Vice Chairperson White acted on behalf of Chairperson Galietti and informed the Board that he and Chairperson Galietti took a walk around Weaver & Glenwood last week. Our goal this year is to improve curb appeal.

PUBLIC COMMENT: Vice- Chairperson White acknowledged our Chestnut resident Theresa Panzera from Apt. 206A. She asked about the possibility of changing snow removal process. She stated that this year after the snow everything became ice. In her previous residence when it snowed residents were called down to move their cars temporarily so that snow plowing could be more productive. Mr. Billy explained that we usually do a general plowing during the episode. We probably would not ask seniors to come down and move their cars during an ice storm due to the obvious dangers this can cause. The following day we usually try to coordinate with the residents to move their cars so we can clear out parking spaces. Rosemary Grace from apt. 412B

inquired about an update on the resurfacing of the parking lot. Mr. Billy advised her that we don't have a schedule as of yet. However, we are working with a contractors to get an estimates on how much it will cost to repave this lot and correct the issue with the sewerage drain causing the puddles.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION: Commissioner Halverstadt moved for a Constant Agenda for Resolution 19-27-3-1 through 19-27-3-2:

19-27-3-1: Resolution Requesting Approval of the Payment of Invoices for the period of February 28, 2019 through March 27, 2019.

19-27-3-2: Resolution Authorizing the Award of the Contract to MAVA Landscaping Inc of Summit, NJ to Perform the 2019 Landscape & Grounds Maintenance at All Authority Sites in an Amount Not to Exceed \$14,900.00.

Commissioner Pollock seconded the Consent Agenda.

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

COUNCIL LIAISON: Beth Little stated that the Redevelopment plan is now on the website. So, the next step is the Council is going to make a presentation and propose a Redevelopment plan on the next Council meeting which is next Tuesday. At this time, if it is approved then the planning board will review it and it will go out to developers so they can come back with bids. If there are specific proposals on the property the City will negotiate that until an agreement is made. Vice Chairman White asked if we have any idea how many affordable units will be created. Council Liasion Little said we don't know yet. She updated Commissioners on the possibility of Community Solar and leasing space in the Housing Authority. The Environmental Commission has met and is looking into the Pilot Program that is going on with New Jersey. She is trying to find out if Summit can get into the program. The next step will be to get an assessment done in the city of potential sites. Since we have one of the biggest rooftops that would work in our favor. This will be extra income coming into the Housing Authority. If it is feasible the Housing Authority will collect a lease fee every month.

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 Pollock and Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:47 pm.

NEXT MEETING DATE

**Wednesday April 24, 2019 at 7:00 pm
Summit City Hall- Janet Whitman Room
512 Springfield Avenue
Summit, NJ 07901**

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