

MINUTES
SUMMIT HOUSING AUTHORITY
November 20, 2018

Chairperson Pollock called the meeting to order at 7:10 pm in the Janet Whitman Room at the Summit City Hall located at 512 Springfield Avenue. The following Commissioners were present: Commissioners Halverstadt, White, Kane, Zimmerman (via telecommunications), Vice-Chairperson Galietti and Chairperson Pollock. Commissioner Coates was absent. Also present were Executive Director Joseph M. Billy, Jr., Bill Katchen (Fee Accountant), Jackie Roundtree Office Administrator and Senior Housing Manager JoAnn Sonmez.

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 APRIL 25, 2018: Commissioners Zimmerman and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

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 SEPTEMBER 17, 2018: Commissioners Halverstadt and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

BUDGET BILL KATCHEN: Mr. Katchen provided a changed page N-4, to the proposed 2019 New Jersey budget. The purpose of the change is to adjust the Executive Director's 2017 base salary to the correct amount of \$134,170. The amount has been changed because I originally used a salary number that was net of contribution paid to New Jersey PERS.

REPORT OF THE CHAIRPERSON: Chairperson Pollock stated that he and Mr. Billy did a presentation to the Summit Common Council on 11/19 about our operations and discussed the various proposed capital projects and curb appeal work we have planned at all 3 sites in the upcoming year. He would like to see more communication with the residents on future plans and maybe we could explore establishing a newsletter on a regular basis.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy stated that the year 45 CDBG grant cycle is on its way and the Council approved the applications that were solicited. We will submit them to the county prior to deadline of December 7, 2018.
- He advised that there are 4 RFPs that are out now for Professional Services for 2019. Responses are due by November 29, 2018. The Fee Accountant, Attorney, A&E Services And Audit Services. We are hoping to have these done by December Board Meeting to award contracts for the New Year.
- We had our semi-annual Bed Bug Sweep and all of our properties. We had 3 hits at Chestnut and 1 at Glenwood. The ones at Chestnut already had their first treatment and the one at Glenwood is currently scheduled.
- Mr. Billy updated on our recent snow storm. Our maintenance workers started working on snow removal from 4:30pm on Thursday -1:30am and the next day on clean up and treatment from 6am until 10am. We made sure all sidewalks, ramps and parking lots were left clear.
- Mr. Billy announced that we are conducting for our Annual Holiday Door Decorating contest. The memo goes out right before Thanksgiving. It's for all 3 sites. We encourage everyone to participate and decorate their apartment door for the Holiday season. We judge the doors and give out gift cards to all the winners right before the holidays. One per floor at Chestnut, and, one per building at Glenwood and Weaver.
- He advised the Commissioners that there is a resolution in the Board Meeting package for Chestnut to award the contract for the replacement of the Stairwell/Hallway Lighting. Six bids were received and were reviewed by our A&E and our attorney. Our lowest bidder came in at \$137K.
- We are planning the Senior Holiday Luncheon at Chestnut and will provide the date shortly.

- At Weaver Street the issue we had with the gas leak has finally been resolved. As of Monday evening ,our residents had heat, hot water and gas. All of our residents were very understanding and satisfied with the outcome. They appreciated all our hard work and efforts to address the problem right away despite of the snowstorm that delayed some things.
- Mr. Billy reminded Board members that December's Board Meeting is scheduled for Wednesday, December 19th at Vito Gallo Building at 5pm. Following the Board meeting we traditionally all go out for a Holiday dinner.

Operations: Commissioner Halverstadt reported that Treasurer's Report shows a balance of \$643K in all accounts. Total investments remain pretty consistent. Budget to Actual maintains a positive variance. According to the Housing Manager's Report all sites have full occupancy.

Affordable Housing: No Report at this time.

Personnel: No Report at this time.

Residents Committee: No Report at this time.

Buildings & Grounds: Vice-Chair Galietti stated that the communication during the Gas Leak Crisis was very proactive on behalf of our office staff and our residents being affected. She mentioned that she would like to see the same interaction on a regular basis with our residents. Mr. Billy mentioned that generally twice a week he is walking around the sites, checking on things, in addition to the activity of the Housing Manager's and talking to people on an individual basis to attain any issues they're having.

PUBLIC COMMENT: Mr. Billy acknowledged some of our residents that attended the meeting. Rosemary Grace from Apt. 412B at Chestnut. Denise Miles from Apt. 210B suggested a tenant meeting once a month. She stated that most of the residents are happy however some may have some concerns, she advised them to mention these things at the tenant meetings.

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No Report at this time.

RESOLUTIONS: Commissioner Kane requested the Chair considered each resolution seperately this evening with an individual roll call on each. The Chair Agreed.

18-20-11-1: Resolution Requesting Approval of the Payment of Invoices for the period of October 25, 2018 through November 20, 2018.

Commissioners Halverstadt and Zimmerman moved and seconded approval of this resolution. All Commissioners voted in the affirmative. The Resolution was Approved.

18-20-11-2: Resolution of the Commissioners of the Summit Housing Authority Approving the Late Filing of the FY 2019 Budget (DCA).

Commissioners Zimmerman and Halverstadt moved and seconded approval of this resolution. Upon Roll call Commissioners Galietti, Halverstadt, White, Zimmerman and Pollock voted in the affirmative. Commissioner Kane voted No. The Resolution was Approved.

18-20-11-3: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2019 through December 31, 2019 (HUD).

Commissioners Zimmerman and Halverstadt moved and seconded approval of this resolution. Upon Roll call Commissioners Galietti, Halverstadt, White, Zimmerman and Pollock voted in the affirmative. Commissioner Kane voted No. The Resolution was Approved.

18-2-11-4: Resolution Awarding a Contract to Manor II Electric, Inc. of Holmdel, N.J. for the Replacement of Hallway and Stairwell Lighting at the Vito A. Gallo Building in an Amount Not to Exceed \$137,340.

Upon Roll Call, all Commissioners voted in the Affirmative. The Resolution was Approved.

There being no further business before the Board, Commissioners Halverstadt and Chairperson Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:10 pm.

NEXT MEETING DATE

**WEDNESDAY December 19, 2018 at 5pm
Community Room, Vito Gallo Building
12 Chestnut Avenue
Summit, NJ 07901**

Respectfully submitted,

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

