

MINUTES
SUMMIT HOUSING AUTHORITY
December 19, 2018

Chairperson Pollock called the meeting to order at 5:05 pm in the Vito Gallo Building located at 12 Chestnut Avenue. The following Commissioners were present: Commissioners Halverstadt, White, Zimmerman, and Vice Chairperson Galietti. Commissioner Coates and Kane were absent. 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 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 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 NOVEMBER 20, 2018: Commissioners Zimmerman and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Pollock thanked everyone on the Board for supporting him as Chair the past year. Commissioners were always willing to jump in and act as Chairperson on his behalf when necessary. He stated that he really appreciated all the help this year to get things done.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy stated that the year 45 CDBG grant applications were submitted to the County On the 3rd of December. They were approved by the Council and signed by the Mayor. There were 4 applications on behalf of the City of Summit. The funding year starts in September.
- We received an email regarding the 2019 budget from the DCA- it was Approved so we will present it for adoption on January 23rd.
- He advised them that there were a couple of professional resolutions on the Agenda tonight. Our Annual Professionals, Legal Counsel, Fee Accountant, A&E and Audit Services to be considered later.
- We had our Annual Holiday Door Decorating Contest at all of our sites. The one at Chestnut was judged right before the Senior Holiday Party. That went very well.
- Mr. Billy updated them on the Pre-Construction meeting that took place today on the lighting project that is being done at Chestnut. We are changing all the stairwell and interior hallway lighting to motion activated LED fixtures. The Contractor is now ordering all the fixtures. Once they come in we will advise residents on when the installations will take place.
- Mr. Billy announced that the City did approve our request for \$400K for the Rental Rehabilitation Funding on the 4th of December. Plans and specs will be developed soon to move forward with these 3 major projects at Glenwood Place.
- He advised the Commissioners that after hearing suggestions from the Board about us trying to improve communication between management and our residents – we did hold several resident meetings. Two of them were held on Dec 5th – one at Glenwood at 7pm and the other at Weaver at 8pm. Then we held a meeting on Dec 6th at Chestnut. We plan on doing this on a monthly basis.
- We are planning on organizing a Newsletter just to keep residents informed of things that are going on.

ANNUAL REORGANIZATION- ELECTION OF OFFICERS 2019:

Mr. Billy assumed the Chair of the meeting and defined the election process in accordance with the bylaws. A general discussion took place.

OFFICE OF CHAIR: Commissioner Zimmerman nominated Vice-Chairperson Galietti to serve as Chair, seconded by Commissioner Halverstadt. There being no other nominations, Commissioner Zimmerman moved to close the nominations, seconded by Chairperson Pollock. All Commissioners voted in an affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to elect Vice-Chairperson Galietti as Chair for the 2019 term.

OFFICE OF VICE-CHAIR: Vice Chairperson Galietti nominated Commissioner White to serve as Vice-Chair, seconded by Commissioner Halverstadt. There being no other nominations, Vice Chairperson Galietti moved to close the nominations, seconded by Commissioner Pollock. All Commissioners voted in the affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to elect Commissioner White as Vice-Chair for the 2019 term.

Chairman Pollock re-assumed The Chair of the meeting.

Operations: Commissioner Halverstadt reported that Treasurer's Report shows an increase of \$123K over all accounts. The Budget to Actual for 11/30 has not been closed yet and will be provided next month. The Housing Manager Report shows full occupancy at all sites.

Affordable Housing: Commissioner White said that zoning ordinance that was coming up Dec. 18th was passed. A number of affordable units will be available online in the near future. Franklin Units are currently under construction.

Personnel: No Report at this time.

Residents Committee: No Report at this time.

Buildings & Grounds: Council Liasion Little inquired about Building D at Weaver. Mr. Billy advised the Board that everything has been replaced and repaired. All units are back to full

service. We have a \$37K plumbing/supplies bill that covered all costs of repairs for that situation.

PUBLIC COMMENT: Mr. Billy acknowledged some of our residents that attended the meeting. Susan St. Clair Apt. 422C stated that the mailer announcing the Board meeting got to our residents late. Mr. Billy explained that a lot of the delay had to do with the fact that President George Bush passed away and that affected the mail. Carol Buchan Apt. 431D mentioned that the sidewalk is uneven on Broad Street corners and there is no direct access to street to make it easier for her since she is in a wheelchair. Parking in the circle in front of the building continues to be a problem. Often people will park there for long periods of time. We are considering painting stripes to indicate No Parking. Theresa Panzera Apt. 206A expressed concerns with a certain area in parking lot on Broad St. where it puddles pretty deep everytime it rains. Mr. Billy told them that we would need to repave that area. Rosemary Grace Apt. 412B mentioned that she has to pay for parking when there are no available spaces in visitor's. She suggested that we eliminate visitors parking. Linda Ross Apt. 232D stated that lately we have been having a problem with mail from post office. She mentioned that could be one of the reasons why mail is delayed. Adrienne Tortoriello Apt. 133D wanted to know if there were any prevention methods in store to eliminate back ups in D Wing. Mr. Billy told her that we had all lines jetted out and now for preventative purposes – we will continue to jet lines out every quarter. All residents agreed that it would be a good idea to translate all flyers in Spanish for those residents with a language barrier.

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: No Report

RESOLUTION: Commissioner Halverstadt moved for a Constant Agenda for Resolution 18-19-12-1 through 18-19-12-9.

- 18-19-12-1: Resolution Requesting Approval of the Payment of Invoices for the period of November 21, 2018 to December 19, 2018.
- 18-19-12-2: Resolution Adopting the 2019 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.
- 18-19-12-3: Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.
- 18-19-12-4: Resolution Designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City of Summit.

- 18-19-12-5: Resolution Authorizing the Award of a Contract to the Law Offices of William R. Connelly, LLC of Mendham, N.J. to Provide General Legal Services for the One Year Period of January 1, 2019 through December 31, 2019 in an Amount Not To Exceed \$15,600.
- 18-19-12-6: Resolution Authorizing the Award of a Contract to William Katchen, CPA of Cliffside Park, N.J. to Provide Fee Accountant Services for the One Year Period Of January 1, 2019 through December 31, 2019 in an Amount Not To Exceed \$29,000.
- 18-19-12-7: Resolution Authorizing the Award of a Contract to Novograde & Company LLP Of Toms River, N.J. to Perform the Annual Financial & Compliance Audit for the FYE 12/31/2018 in an Amount Not to Exceed \$9,360.
- 18-19-12-8: Resolution Authorizing the Award of a Contract to Aparri Engineering LLC of Hackensack, NJ to Provide Professional Architectural & Engineering Services on An "As Needed On Call" Basis with a Contract Limit Not to Exceed \$50,000.
- 18-19-12-9: Resolution Appointing Joseph M. Billy, Jr. as a Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2019.

Commissioner Zimmerman 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 Zimmerman and Chairperson Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 6:10 pm.

NEXT MEETING DATE

**Wednesday January 23, 2019 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