

MINUTES
SUMMIT HOUSING AUTHORITY
September 17, 2018

Vice Chairperson Galietti was acting Chairperson and called the meeting to order at 7:00 pm in the Community Room located at 2 Weaver Street. The following Commissioners were present: Vice-Chairperson Galietti, Commissioners White, Halverstadt, and Zimmerman (via telecommunications). Chairperson Pollock and Commissioners Coates and Kane were absent. Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator, And our Auditor Kevin Gowdy.

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: The minutes were table due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF JULY 25, 2018: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

PRESENTATION OF THE FINANCIAL AUDIT OF 2017: Kevin Gowdy, Senior Auditor from Novogradac & Company LLP presented the 2017 Audit. He has been working with the Summit Housing Authority for the past 5 years. He stated that in his opinion the Financial Statements for the Summit Housing Authority represent a fair Representation as of December 31, 2017. The Financial position of the Authority is strong. He entertained questions from the Board.

REPORT OF THE CHAIRPERSON: Commissioner Galietti 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 2017 Audit has been completed and he had a certification for All Commissioners to sign.
- He reminded everyone about the discussion about the Emergency Notification System. We Sent out memos to all residents trying to get their email addresses and contact information. We had most of the responses by Chestnut but unfortunately very minimal from Glenwood And Weaver. We will continue to solicit.
- Mr. Billy advised Commissioners about the re-opening of the Chestnut Café took place on the 4th of Sept. The young lady that has rented that space did a nice job cleaning it up. She is open Mon-Fri for breakfast and Wed, Thurs & Fri from (5pm-8pm) for dinner. The residents seem to be very pleased.
- Mr. Billy let the Board know that our social worker Alicia Gorman retired after over 30 Years of service. We now have a new person that will be joining us starting Sept. 7th Stephanie Vigier.
- He informed Commissioners we finally received the final insurance claim from Rashan's Stolen truck. We ended up collecting about \$18K.
- Mr. Billy reported that we had installed the new Washers & Dryers at Chestnut. We are Using the Smart Card System. We had a floor by floor orientation with all the residents There. We instructed them how to use the Smart Cards. Each one came with \$5 already Downloaded on the card for their convenience. We kept all prices the same and even Added an additional 5 minutes to the dryer for the same price. Beginning the first of the

Year we are planning on doing the same with our other sites. Glenwood first since the machines there are a little older.

- Mr. Billy let them know that at Glenwood we finished the installation of the Exterior LED Lighting. This is one of our components from the RAD Program. We are working on Weaver Street and our engineers are now starting to work on Chestnut Street. There we are Looking to change the hallway and stairwell lights and add sensors so they are not on All the time. Only when needed. We are also working on changing water saving fixtures for Glenwood bathroom sinks.

Operations: Commissioner Halverstadt stated that the Treasurer's Report is showing relatively consistent deposits up to \$746K. We have 1 Money Market Account thru Lakeland Bank for \$200k and multiple CD's there, which carries the bulk of our investments. Rates on the CD's have increased. The Budget to Actual shows a positive variance. Housing Manager's Report shows 1 vacancy at Chestnut. Mr. Billy advised we have been experiencing plumbing issues with an apartment at Weaver and had to place that tenant into our vacant apartment at Chestnut for a few days. This was necessary due to the health issues our resident has – she cannot be in her unit while repairs are being done.

Affordable Housing: Mr. Billy said that he met with Paul Cascais and he did his site visits at all the different locations. He found 1 on 545 Morris Ave. that he couldn't track back as to who really lived there. Mr. Billy brought that to Paul's attention. In the meantime, Mr. Billy discovered that there is a 5th deed restriction. The Housing Authority processed 4 units originally and were unaware of the 5th one. This situation is currently under investigation by Mr. Cascais.

Personnel: Nothing to report at this time.

Residents Committee: No Report at this time.

Buildings & Grounds: Nothing to report at this time.

PUBLIC COMMENT: One of our Weaver St. residents Bernadita Jara from Apt. A3 attended our meeting. There was a language- barrier so Jackie Roundtree offered to translate when needed. Ms. Jara stated that she did not receive notification of tonight's Board Meeting. Mr. Billy advised everyone that flyers and notifications are always posted near the mailboxes and Laundry Room for all residents to be aware of what is going on. Ms. Jara requested that we send her and all residents notifications through the mail in English/Spanish. Another tenant by the name of Lewis Head Apt. A-2 also stated he was not aware of the meeting. Mr. Billy informed both of them when and where meetings are always held and announced.

OLD BUSINESS: None

NEW BUSINESS: Mr. Billy advised Commissioners that the Budget process is going to begin in a week or so.

RESOLUTION: Commissioner Halverstadt moved for a Consent Agenda for Resolution 18-17-9-1 through 18-17-9-3.

18-17-9-1: Resolution Confirming the Approval for the Payment of Invoices for the period July 26, 2018 through August 22, 2018.

18-17-9-2: Resolution Requesting Approval of the Payment of Invoices for the period of August 23, 2018 through September 17, 2018.

18-17-9-3: Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/2017.

Commissioner White 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: No Report At This Time.

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

NEXT MEETING DATE

**Wednesday October 24, 2018 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