

MINUTES
SUMMIT HOUSING AUTHORITY
April 24, 2019

Chairperson Galietti called the meeting to order at 7:08pm in Janet Whitman Room in Summit City Hall at 512 Springfield Avenue. The following Commissioners were present: Commissioners White, Zimmerman and Pollock (via telecommunications). Commissioner Kane and Halverstadt were absent. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree Office Administrator, Senior Housing Manager JoAnn Sonmez and Council Liasion 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 FEBRUARY 27, 2019: The minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

REPORT OF THE CHAIRPERSON: Chairperson Galietti stated that at her last class they talked about strategic planning being done before doing the budget. She would like to incorporate that into our meetings. This way they can talk about goals for 2020 that everyone agrees on them. Everyone agreed it would be beneficial. We will add that as an Agenda item at that time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy told the Commissioners that they should be submitting financial disclosure forms which are due April 30th. He reminded them if this is not filed in on time they can be penalized \$100.00.
- Mr. Billy went to the Planning Board Meeting on 4/22 and asked the question relating to the Redevelopment Plan. The consultant said the parking lot is part of our building and will be included in any discussion that comes about. We will cooperate because we want to be at the table.
- He told them that the stairwells and lighting project at Chestnut has been completely finished now. We are holding the retainage for a warranty period but are very pleased with the end result.
- We are scheduling our annual Mother's Day Tea at Chestnut. It is going to be Thursday May 9th at 2pm. Mr. Billy encouraged Commissioners to stop by if they can.
- The closed-circuit camera system at Weaver is completely operational. He showed them that we have access to cameras from our phones. We are also soliciting painting contractors to do under carriages at Buildings A, B & C. We plan to have all the scraped out and repainted.
- At Glenwood we finished the laundry room. Chairperson Galietti came to our mandatory tenant meeting to announce the new equipment and handout smart cards. We had a great turn out – around 30 residents attended. Everyone seemed excited about it. The next day we closed the laundry room to install the new floor. Commissioners will all have a chance to see it since our next board meeting will be held at Glenwood. Chairperson Galietti commended our office staff for being there and doing a good job as well as keeping an upbeat and positive vibe with residents that came.
- Mr. Billy informed Commissioners that Boiler replacement plans/specs were completed and its been publicly advertised. We had a walk thru on April 17th – a couple of contractors came. We gave out about 7-8 packages and those bids are due April 30th. We are hoping to award the contract at our May meeting.
- At Glenwood we finally got the bathroom vanity replacements project started. We are anticipating that this week at least (4) units will be completed with new bathroom vanities as well as energy saving faucets. This was part of the RAD component. Mr. Billy let Commissioners know that our maintenance man Chris will be doing all the work himself.

- We had the resident meeting at Glenwood and Chestnut. Now we are planning the one for Weaver within the next few days. We will be meeting Monday at 6pm.
- Mr. Billy received a call from Mr. Podvy the attorney for the developer of Russell Place. He said they are close to getting the Certificate of Occupancy. Mr. Billy will be meeting someone there on Friday to look at the property. Then we will have to work on the conveyance. This is the one that will become property of the Housing Authority. We will be working on the legal transfer for that. We will be requesting from the Affordable Housing Trust Fund affordability assistance. Rents will be part of our revenue and will be deposited into a separate account for 31 Russell Place alone.

Operations: No Report at this time.

Affordable Housing: No Report at this time.

Personnel: Commissioner Zimmerman stated that we still need to update personnel policy. They would like to keep things side by side with the City.

Residents Committee: No Report at this time.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: Vice- Chairperson White acknowledged our Chestnut resident Rosemary Grace from aot.412B at Chestnut. She wanted Board to know that her concerns about the garbage have noticeably improved.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION: Commissioner Zimmerman moved for a Constant Agenda for Resolution 19-24-4-1 through 19-24-4-2:

19-24-4-1: Resolution Requesting Approval of the Payment of Invoices for the period of March 27, 2019 through April 24, 2019.

19-24-4-2: Resolution Authorizing the Award of the Contract to American Architectural Window & Door Inc. of Sparta, NJ for the Replacement of Windows at the Glenwood Place Development in an Amount Not To Exceed \$ 408,044.

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.

We lost the quorum at 7:23pm.

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

NEXT MEETING DATE

**Wednesday May 22, 2019 at 7:00 pm
Community Room: 1-6 Glenwood Place
Summit, NJ 07901**

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