

MINUTES
SUMMIT HOUSING AUTHORITY
June 26, 2019

Chairperson Galietti called the meeting to order at 7:06pm in at the Janet Whitman Room in Summit City Hall at 512 Springfield Avenue. The following Commissioners were present: Commissioners White, Zimmerman, Pollock and Dresdale. Commissioner Kane and Halverstadt was absent. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree Office Administrator and Housing Manager Zenobia McWhorter. 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.

OATH OF OFFICE FOR NEW COMMISSIONER: Mr. Billy swore in our new Commissioner, Diane Dresdale.

THE MINUTES OF JULY 25, 2018: Commissioners Zimmerman and Pollock moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINUTES OF OCTOBER 24, 2018: The minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF FEBRUARY 27, 2019: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINUTES OF MARCH 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 informed the Board that she and Commissioner White met with Mr. Billy and discussed about updates on the Window Project. She welcomed the new Commissioner Diane Dresdale to the Board. Chairperson Galietti advised her to step into the Residents Committee so she can get familiarized herself with residents and business aspect of it. Fortunately, Commissioner Dresdale is an attorney and her legal knowledge can be very helpful. We are projecting that for September's Board Meeting we can come up with

a Capital Improvement Plan. This way as a Board they can be more aware of everything before we finalize budget for October.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy welcomed the Commissioner Dresdale and expressed how pleased he was to have another Commissioner on the Board.
- He said that the Financial Audit is coming up now. The Auditors have already gotten in touch with him and we have sent some preliminary information to them. They will Be coming out to do field work on July 9th and 10th 2019. .
- We had 2 resident meetings this month already. Today was the one from Chestnut and we were able to introduce the new Social Service Coordinator to the residents. Her name is Julissa Perez from Overlook Hospital. She has a Master's Degree from Kean University. The other Resident Meeting at 6pm tonight was held at Weaver. No residents attended.
- Mr. Billy told them that we are scheduling the Summer BBQ for the Senior residents. Although we don't have a date yet – we are anticipating late July early August. Once we finalize plans we will send all the Commissioners a flyer and welcome them to stop by and join us. This year the theme will be "Casino Day".
- At Weaver St we are soliciting quotes from painting contractors-we have some issues with flaking and scaling paint on the under carriages on A,B & C Buildings. We want those scraped and repainted with Rustoleum paint.
- Glenwood Pl is where most of our activity is taking place this year. We redid the Laundry Room in the Community Room. We are finishing that off by putting in new countertops. We are still working on installation of new bathroom vanities. Part of our RAD conversion was to do water saving faucets in the bathrooms. When we took a close look the vanities were original and very old. So, we decided to replace them along with the faucets. We have completed about 12-15 units so far.
- Regarding the 3 major projects at Glenwood. As far as the Exterior Staircases we finally got all the plans/specs together. We put together the advertisement to solicit bids, it will be in the Star- Ledger this Friday. Bids will be due on July 18th 2019. On the 3rd of July there will be a walk-thru where contractors tour the site and ask any questions they may have.

The Boiler Replacement Project we sent a supplemental out today for a resolution to reject the 2 bids we received. One of the pricings was way too low and the other was way too high. Therefore, we will rebid that job. If that resolution is approved tonight then we will re-advertise that.

The Windows Replacement at Glenwood we had to rebid. Mr. Billy requested that at end of meeting The Commissioners go into an Executive Session to discuss where we stand with that project.

- Mr. Billy reported that the homes at Providence Crossing is just about Completed. There are 2 affordable units there and we just recently had our lottery. JoAnn Sonmez is in the process of interviewing applicants for the 3 bedroom units. We Are hoping that by July 15th we can it occupied. Commissioner White asked Mr. Billy About the affordable housing units on Russell Place. This is a 2-family house that is being donated to the Housing Authority. The are still working on obtaining the CO s.

Operations: Commissioner Pollock reported that their hasn't been much change. We have about \$200K in saving account. At Chestnut we have 2 vacancies. One is being prepped for re-rental and other is a transfer. The transfer is going from a 1 bedroom unit to a 2 bedroom.

Affordable Housing: Commissioner White talked about the Summit Civic Foundation that owns Dennis Pl. There are 24 units there now. Since January there has been no City Affordable Housing Committee meeting.

Personnel Committee: Nothing to Report at this time.

Residents Committee: Chairperson Galietti as well as the rest of the Board members were very impressed and pleased with the newsletter the Housing Manager Zenobia McWhorter created. She suggested that the Board meeting dates be added.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: No Report at this time.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION: Commissioner White moved for a Constant Agenda for Resolution 19-26-6-1 to 19-26-6-3:

- 19-26-6-1: Resolution Confirming Approval of the Payment of Invoices for the period April 25, 2019 through May 21, 2019.
- 19-26-6-2: Resolution Requesting Approval of the Payment of Invoices for the period May 22, 2019 through June 26, 2019.
- 19-26-6-3: Resolution Rejecting All Bids Opened on April 30, 2019 for the Replacement of Baseboard Heaters and Boilers Project at the Glenwood Place Development and Authorizing the Re-Bidding of the Project.

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.

EXECUTIVE SESSION: Commissioner Zimmerman and Commissioner Pollock moved and seconded that the Board go into Executive Session to discuss personnel and/or legal matters that may or may not be acted upon. The roll call was unanimous in the affirmative.

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 8:19 pm.

NEXT MEETING DATE

**Wednesday July 24, 2019 at 7:00 pm
Community Room - Glenwood Place
1-6 Glenwood Place
Summit, NJ 07901**

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

**SUMMIT HOUSING AUTHORITY
MINUTES – EXECUTIVE SESSION
June 26, 2019**

Commissioner Zimmermann and Commissioner Pollock moved and seconded that the Board go into Executive Session to discuss personnel and/or legal matters that may or may not be acted upon. The roll call was unanimous in the affirmative.

Mr. Billy updated the Board regarding the status of awarding the contract for the Window Replacement Project from the Re-Bids submitted on June 24, 2019. An Addendum #1 dated June 17, 2019 was not properly sent to all the prospective bidders in a timely fashion. SHA Legal Counsel, William Connelly, recommends in his letter of June 26, 2019 that we reject all bids for a second time due to the communication defect. He did, however, offer an option which would enable us to award the contract to the new lowest bidder, Panoramic Windows. We can notify all three bidders that we discovered a discrepancy in the communication of Addendum #1 and request that they all waive any challenge due to the defect and allow us to award the contract to the lowest bidder, Panoramic. If all three agree, we could award.

There was considerable discussion among the members of the various approaches. A consensus was reached to give the waiver option a try. If that fails, we will reject and re-bid for a third time.

Mr. Billy advised that he asked Mr. Connelly this morning to prepare an appropriate waiver should we want to use that option. Mr. Billy will send the waiver once received to all three submitted bidders with a definite response date for their reply. If we receive all three executed waivers, we will award to Panoramic. If not, we will re-bid again.

Commissioner Pollock and Zimmerman moved and seconded that the Board close the Executive Session and move back into open public session. The roll call was unanimous in the affirmative.

Respectfully Submitted,

Joseph M. Billy, Jr.
Secretary