

MINUTES
SUMMIT HOUSING AUTHORITY
July 24, 2019

Chairperson Galietti called the meeting to order at 7:05pm in the Community Room at 1-6 Glenwood Place. The following Commissioners were present: Commissioners Zimmerman, Pollock, Halverstadt and Dresdale. Commissioner Kane and White were absent. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree Office Administrator and Housing Manager Zenobia McWhorter and David Naidu Council President. 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 OCTOBER 24, 2018: The minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF MARCH 27, 2019: The minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF APRIL 24, 2019: The minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF JUNE 11, 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 we are not meeting in August. Also, as of now there is no permanent solution for back up at Chestnut. Mr. Billy and Paul Cascias are reviewing video that was taken when they put cameras thru sewer line. They are also looking for plans of sewer map. They will be checking all 4 wings. The plumbers recommended to do a dye test to see who is feeding the line and it will also show which one is affected.

We had a resident transfer from a 1 bedroom to a 2 bedroom apt due to medical reasons. Maintenance worked on this project day and night. Chairperson was pleased to announce that Benji also got her new couch.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy told Commissioners that we have an RFP out for A&E services for \$50K and the deadline is August 8, 2019 to respond.
- He said that the Community Development grant agreements were already signed by Mayor. Money flow begins Sept. 1st thru August 31st. He was pleased to announce that (4) grants were approved. Fun club (After school program), Senior Transportation Bus, Project Independence (Social Worker) and walk in showers (\$30K at Chestnut).
- We had our resident meetings this month already. At this time we announced Zenobia Mc Whorter retirement and she was given roses by the Chairperson. Her last day will be July 31, 2019.
- Mr. Billy advised that the waivers were not signed by all bidders for the window project so there is a resolution tonight to reject all the bids. We received 2 bids for Stair Replacement project and a resolution is on tonight to award the contract.
- At Glenwood our maintenance person is still working on installing the vanities. There has been a delay due to the fact that a lot of residents are away on vacation. We have installed new countertops and cabinets in Community Room and Laundry Room at this site.

Operations: Commissioner Halverstadt reported that Treasurer's Report remains consistent. Investments on CDR, Savings and Money Market is standard. Total balance continues to be consistent and we are meeting all operating funds. As far as mortgage we are amortizing on schedule. On the Budget to Actual we see a small positive variance. On rental income there is a small negative variance. The utility schedule shows a significant variance as we pay our bills.

Affordable Housing: Commissioner White talked about Providence Crossing. There are 2 affordable units there. Market units are rented for \$5,300 month. As for the 3bedroom apt. – owner wants to record them as a 2bedroom unit. Paul Cascaius is fine with that. We already started interviewing applicants. The 2 Bedrooms are going for \$900 a month for low income and \$1150 for moderate income. We manage a list and then market available units. It is usually a 30-60 day processing time. There is no residency preference on these units.

Personnel Committee: Commissioner Zimmerman stated that she would like to discuss the policies in September. Mr. Billy advised the Board that Zenobia is leaving and a notice to all the residents was already sent to them. She completed all the recertifications thru Oct. 1st. We put out an RFP to hire a Technical Consulting Service to recertify residents in the meantime. We are currently searching for a new permanent person to fill that position.

Residents Committee: Chairperson Galietti mentioned that we should keep the resident meetings once a month.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: Our resident Rosemary Grace in Apt. 412B stated that when she called the emergency service it took about an hour for someone to come. She also mentioned that the flyers for meetings are not being distributed in a timely fashion. Last but not least – she said that the disposery of trash could be better. Leonard Prentice from Apt. 341E introduced himself as a member of the tenant organization. He thanked us for all our efforts. He said he appreciated our Janitor, Arthur Stewart, educating the residents on how to properly dispose of the garbage when he went to speak at one of their meetings. He pointed out that we need a better door in the recycling room for the disabled residents that are in a wheelchair/walker. He said that this organization has improved communication with all the residents.

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 Resolutions 19-24-7-1 to 19-24-7-3:

19-24-7-1: Resolution Requesting Approval of the Payment of Invoices for the period June 27, 2019 through July 24, 2019.

19-24-7-2: Resolution Rejecting All Bids Opened on June 24, 2019 for the Window Replacement Project (Re-Bid) at the Glenwood Place Development and Authorizing the Re-Bidding of the Project.

19-24-7-3: Resolution Authorizing the Award of a Contract to M & M Construction Technology, Inc. of Staten Island, NY for the Replacement of Exterior Stairs in Bldgs. No. 3, 4 & 6 at the Glenwood Place Development in an Amount Not to Exceed \$397,786.00.

Commissioner Halverstadt 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 Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:47pm.

NEXT MEETING DATE

**Wednesday September 18, 2019 at 7:00 pm
Community Room - Weaver Street
2 Weaver Street
Summit, NJ 07901**

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