

MINUTES
SUMMIT HOUSING AUTHORITY
November 21, 2019

Chairperson Galietti called the meeting to order at 7:05pm in the Community Room at 12 Chestnut Avenue. The following Commissioners were present: Commissioners: Zimmerman (via telephone) , Pollock, Galietti, Kane, and Dresdale. Commissioners Halverstadt and White were absent. Also present were Executive Director Joseph M. Billy, Jr., Jo Ann Sonmez, Jackie Roundtree and Mayda Kuriawa. Sr. Housing Manager, Tenant Interviewer and Office Administrator. 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 publishing in the Union County Local Source Newspaper. A change of meeting date notice which was dated November 5, 2019. Setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of City of Summit and posted on our Community Bulletin Board.

Mr. Billy led those in attendance in a salute to the flag.

THE MINUTES OF JULY 24, 2019: Commissioners Pollock and Dresdale moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

THE MINUTES OF SEPTEMBER 18, 2019: Commissioners Dresdale and Pollock moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti informed the Board the re-organization meeting will be held in this room (Vito Gallo Building) on December 18, 2019 at 5:00pm.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy discussed the 4 CDBG applications received for the year 46 (2020-2021). We received a new application from the YMCA for the Senior Outreach Programming they are providing at Chestnut. We put one in ourselves for the renovations of our elevators

here at Chestnut (capital improvements). The other two are for the "Senior Connection" bus and the "Share the Fun" after school program. They were submitted to Common Council and approved on November 18, 2019. We are waiting for the mayor's signature. Once they are signed, they will be returned to me. All four applications will be delivered to the Union County Offices of Community Development in Elizabeth before the December 6, 2019 deadline.

- We are advertised for our RFP Legal Notices in the Local Source Newspaper for Legal Counsel, Fee Accountant and Risk Management Consultant for the year 2020. Responses are due on 12/3/2019. Our current providers were solicited to participate.
- We are instituting our annual "Holiday Door Decorating Contest" at all three sites. A memo will be going out to all the residents.
- Our annual "Senior Holiday Lunch" will be held at the Vito Gallo building on Thursday December 12, 2019 at 12:00pm. Sign In sheets will be going out to all residents. All Commissioner are welcome to attend.
- The resurfacing of the flooring on the 5th and 3rd floor gathering areas have been completed at this location (Chestnut).
- We are continuing the protocol with the weekly snaking of the main sewer line here at Chestnut. We are scheduling the repair for the beginning of February after holidays are over and it will be colder and no occasion for rain. We are working with the engineers and All County Sewer & Drain Services. We will keep the residents informed and meet with them to see what relocation accommodations, if any, will be needed. The estimated time allotted from All County Sewer & Drain Services will be fifteen (15) days. Further details to follow.
- Halloween parties were held at Glenwood and Weaver locations on October 29, 2019 and October 30, 2019 respectfully. Pictures were passed around to the Commissioners and residents. The families had a wonderful time. We have established that this will be a yearly event for families at these locations.
- The capital staircase project at Glenwood was delayed. The plans are being reworked after the demolition of the first staircase. The engineer, contractor, metal fabricator and concrete mason will all be working together to address the situation. The window manufacturer has taken measurements for most of the windows. They will be ordering the windows.

- William Katchen, CPA, our Fee Accountant, has prepared the 2018 990 Tax Return for Summit Affordable Housing Corporation for your review.
- A reminder to all that the December 18, 2019 Re-Organization meeting time is scheduled for 5:00 pm.

Operations: Commissioner Pollock stated that revenue is positive. There is an increase in the overall total based on the transfers from Madison Housing Authority. This check is now being received on a monthly basis, where formerly it was quarterly. Our Ordinary Maintenance was off budget by 171% (\$250,000.00) due to Extraordinary Maintenance. We are waiting on the CDBG funds to offset this. Mortgage rate is 3.5%. Occupancy for buildings Weaver Street – full, Chestnut Avenue – full & Glenwood Place – 2 vacancies.

Affordable Housing: Joseph M. Billy Jr. announced that there is a project on 86 Park Avenue with nine (9) units. One unit was negotiated and approved by the planning board for Affordable Housing. Another project is in the works for 2021 that may have two (2) units. No word from the Italian American Club or 31 Russell.

Personnel Committee: Commissioner Zimmerman stated that she reviewed current personnel policies with Executive Director Joseph M. Billy Jr. They will bring up to date the policies to meet with City of Summit policies. A final copy will be brought to the December 2019 Board meeting.

Residents Committee: Commissioner Dresdale attended the Resident Meetings at both Glenwood and Weaver locations. She that there was an issue with some windows at the Weaver location. Resident at the meeting claims the issue has not been addressed. Jo Ann Sonmez, Senior Housing Manager indicated that the contractor is set to go to location this coming Monday. She also inquired about the undercarriages (Buildings A, B and C) at this location. Executive Director stated that they were flaking and peeling. Instead of sandblasting them, weather proof sheetrock was used which made it look more aesthetically pleasing.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: Davita Williams (Weaver Resident) stated that her tub was refinished today and now the faucets are not working. She has not showered in three days. Maintenance man was out to location earlier, but the fixtures are still not working properly. Executive Director stated that this will be addressed. She also claimed that the laundry areas at Weaver and Glendale are dirty. Executive Director replied that these locations are cleaned on Monday, Wednesday and Friday of every week. He visits the locations on a regular basis and has recordings on this telephone that show they are neat and clean. She also stated that the grounds at both locations (Glenwood & Weaver) are not being maintained properly. There are a lot of

leaves and tree branches on the grounds. She is concerned about the winter months with snow and inclement weather. Executive Director indicated that our workers handle each weather situation accordingly.

Linda Ross (Chestnut Resident) Voiced her concerns about the process for the Main sewer line project at Chestnut. Executive Director discussed the entire process in detail. Communication will be key with the residents.

Olga Cunningham (Chestnut resident) claims her kitchen sink backs up on a regular basis. It was serviced once before. The sink was snaked, but the problem has returned. Resident did not call with a new WORK ORDER. Senior Housing Manager will write up a WORK ORDER and make sure the sink is back in working order.

Adrienne Tortoriello (Chestnut Resident) wanted to know status of the parking lot paving issue. The concern is when it freezes and turn to ice. Senior Housing Manager stated she went out this past week during a rainy day and saw the puddles by the curbing. She has placed calls and forwarded pictures to the contractor (Rose City Paving). She is currently waiting to hear from them. Executive Director wants to coordinate with Rose City Paving to make sure they repair work that was previously done. Residents will be notified when work will begin, so that their vehicles can be moved temporarily to another space.

Carol Buchan (Chestnut Resident) claims the 3rd & 5th floors are beautiful. She wanted to know when the 2nd & 4th floors will be done. Executive Director stated that no work is planned for these floors at this time. The other floors (3rd & 5th) were not at level and posed a tripping hazard for residents. They had to be addressed immediately. We will make sure the carpets on the 2nd & 4th floors are cleaned. Rehabilitation of those areas can be considered in mid-year 2020.

Maria Arce (Chestnut Resident) claims tiles in the hallway ceiling in front of her apartment are coming down. She has not called office to place a WORK ORDER. Senior Housing Manager will place a WORK ORDER for this issue.

Leonard Prentice (Chestnut Resident) claims telephone entry systems PA is not working properly. He had a few residents come up to him and ask if he could speak on their behalf. Residents have not placed a WORK ORDER for this issue. Senior Housing Manager discussed system in detail. The system requires the resident to have a land line in order to work. People are relying on their cell phones for service and are going away from land lines. Mr. Billy indicated we can look at updating the system. It was not included in the RAD PCA Report. He will visit office to speak with Jo Ann regarding possible solutions. He also brought up that a Resident Handbook needs to be created.

Ivonne Nichols (Chestnut Resident) She is getting rain in her apartment. There are openings in her window sills. A contractor is already scheduled to come out again to remediate issue. The job is not complete at this time.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTIONS:

19-21-11-1: Resolution Requesting Approval of the Payment of Invoices for the period October 24, 2019 through November 21, 2019. Commissioners Dresdale and Pollock moved and seconded approval of resolution. Upon Roll Call, all Commissioners voted in the Affirmative. The Resolution was approved.

19-21-11-2: Resolution Adopting the annual Budget for the Fiscal Year January 1, 2020 through December 31, 2020. (DCA)
Commissioners Pollock, and Dresdale moved and seconded approval of the Resolution. Upon Roll Call Commissioners Dresdale, Pollock, Zimmerman and Galietti voted in the affirmative. Commissioner Kane voted No. The Resolution was approved.

There being no further business before the Board, Commissioners Pollock and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:04 pm.

NEXT MEETING DATE

Wednesday December 18, 2019 at 5:00 pm
Vito Gallo Building – 12 Chestnut Avenue Summit NJ 07901

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