

**MINUTES
SUMMIT HOUSING AUTHORITY
December 18, 2019**

Chairperson Galietti called the meeting to order at 5pm in the Community Room at 12 Chestnut Avenue Summit, NJ. The following Commissioners were present: Commissioners Dresdale, Galietti, White and Zimmerman. Also present were Executive Director Joseph M. Billy, Jr., Jo Ann Sonmez, Senior Housing Manager, Jackie Roundtree, Tenant Interviewer and Mayda Kuriawa, 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 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 23, 2019: These minutes were tabled due to the lack of quorum of Commissioners who attended the meeting being present tonight.

PRESENTATION:

Evelyn Hassell (resident) moved into our Senior building in 1998. She is currently the Artistic Director of our Arts Center at the Vito Gallo Building. A plaque was designed and will be mounted to the outside of the Arts Center. The Arts Center will now be renamed "The Evelyn Hassell Arts Center", to commemorate many years of dedicated service to our Vito Gallo residents and the community of Summit, NJ.

Evelyn said she will treasure this moment forever. "The residents come in the door at the Art Relaxation Workshop and they forget the outside, they relax, they create and they enjoy. She wanted to thank the Summit Housing Authority and the commissioners for all we do for them to enable her to do what they do for themselves".

REPORT OF THE CHAIRPERSON: Chairperson Galietti informed the Board that 2019 has been a very productive year. There were great successes and challenges. She is looking forward to working together and focus to kicking off 2020.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The four applications were filed from the City of Summit for the Community Development Block Grants. They went out on December 4, 2019 and we should hear something back by March 2020.
- There are a few resolutions for our professionals for 2020. (Legal Counsel, Fee Accountant & Risk Management Services) We did an RFP and we got the respondents and we have resolutions to be considered this evening.
- We received another OPRA request, this being the second one we received this month. They wanted all the contracts that were awarded dating back from January 2017 to date.
- The mayor has asked me to sit on the Census 2020 Complete Count Committee. I attended the kick-off meeting on December 11, 2019. We will be hearing more about the census that will be taking place from January through April. Flyers will be handed out with information. We will set up a computer station in the Chestnut Social Services area for people to be able respond to the census.
- Nancy Galietti (CHAIR) and I attended a Council Meeting on December 3rd, 2020. An update was done to the City Council as to the activities that took place at the Housing Authority over the last year and some of the planned things that we have for the future.
- We had our Holiday Party at Chestnut last Thursday, December 12, 2019. There were 80 residents in attendance. Everyone agreed that the food and entertainment was wonderful.
- We are working on a couple of capital improvements. At Glenwood one of the staircases (Building 6) has been completed. They are currently working on rear staircases on the opposite side of the building. The contractor is moving slower than anticipated. Additional remediation was found that needs to be done once the concrete was removed. The engineer and contractor are working together to remediate that area. The windows are on order for the Windows Replacement Project at Glenwood.

Nancy Galietti introduced Esther Ellis as a future Board Member. She is a resident of Glenwood and will be involved in resident issues.

ANNUAL REORGANIZATION – ELECTION OF OFFICERS 2020:

Mr. Billy assumed the Chair of the meeting and defined the election process in accordance with the bylaws. A general discussion took place.

OFFICE OF CHAIR: Commissioner Dresdale nominated Chairperson Galietti to serve as Chair, seconded by Commissioner Zimmerman. There being no other nominations, Commissioner Zimmerman moved to close the nominations, seconded by Commissioner White. All Commissioners voted in an affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to re-elect Commissioner Galietti as Chair for the 2020 term.

OFFICE OF VICE-CHAIR: Chairperson Galietti nominated Commissioner White to serve as Vice-Chair, seconded by Commissioner Zimmerman. There being no other nominations, Commissioner Dresdale moved to close the nominations, seconded by Commissioner Zimmerman. All Commissioners voted in the affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to re-elect Commissioner White as Vice-Chair for the 2020 term.

Operations: Commissioner R. Coalter Pollock not in attendance. Executive Director Joseph M. Billy Jr. reported that balances are healthy and consistent. The budget to actual for period that ended October 31, 2019, the revenue side has increased significantly with a positive variance of \$22,000. Occupancy for buildings Glenwood – 2 vacancies (internal transfers) Chestnut – full, Weaver – full. Chestnut (D-Wing) After the holidays we will meet with residents and their families individually to develop a plan as to who needs relocation. The Board will get weekly updates on project. We will be developing a Dashboard in January to reflect activities that happened in 2019. Going forward a quarterly Dashboard will be completed.

Affordable Housing: Commissioner White inquired about the Russell Place project and whether it was ready to be occupied. Mr. Billy commented that the city is requiring the property owner to get the 30-year deed registration before they transfer the property to us. To date this has not been done.

Personnel Committee: Commissioner Mary Zimmerman will work on the SHA Personnel/Policies Procedures Manual next month.

Residents Committee: Commissioner Diane Dresdale had no report at this time.

Buildings & Grounds: Commissioner Nancy Galietti went over upcoming and current projects Glenwood – staircases and windows. Chestnut – D-Wing sewer.

PUBLIC COMMENT:

Adrienne Tortoriello (Chestnut Resident) claims that the work done by the paving company to correct the puddling by her parking spot has exasperated the issue. We are constructing a demanding letter to the paving contractor looking for resolve in this matter. She also stated that the lighting in the rear parking lot is not adequate. Mr. Billy has spoken with the City of Summit and we have been placed on the list to have bulbs replaced. She also mentioned the height of the hedges in the rear entrance. The residents felt it was a security issue. Mr. Billy will instruct landscaper to trim the hedges. The resident brought up the fire alarms are past their expiration time. Mr. Billy mentioned that new combination units (smoke & carbon monoxide detectors) were installed a few years back in the buildings.

George Butt (Chestnut Resident) said cold air was blowing near the bottom of the heater. Mr. Billy asked resident if a WORK ORDER was placed with the office. Resident responded that a WORK ORDER was placed today.

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 Consent Agenda for Resolutions 19-18-12-1 to 19-18-12-8

19-18-12-1: Resolution requesting Approval of the Payment of Invoices for the period of November 22, 2019 through December 22, 2019.

19-18-12-2: Resolution adopting the 2020 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.

19-18-12-3: Resolution designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.

19-18-12-4: Resolution designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City of Summit.

- 19-18-12-5: Resolution authorizing the Award of a Contract to the law offices of William R. Connelly, LLC of Mendham, NJ to provide general legal services for the one-year period of January 1, 2020 through December 31, 2020 in an amount not to exceed \$15,600.00.
- 19-18-12-6 Resolution authorizing the Award of Contract to William Katchen, CPA of Cliffside Park, NJ to provide fee accountant services for the one-year period of January 1, 2020 through December 31, 2020 in an amount not to exceed \$30,000.
- 19-18-12-7 Resolution authorizing the Award of a Contract to the Alamo Insurance Group, Inc. of North Bergen, NJ to provide professional services as a Risk Management Consultant for the one-year period of January 1, 2020 through December 31, 2020.
- 19-18-12-8 Resolution appointing Joseph M. Billy Jr. as Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2020.

Commissioner Zimmerman 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: Beth Little, Council member at Large - The Council is continuing work on the Broad Street Development Project. At the Council meeting they did a conditional designation of a developer. The developer will be working to address issues presented at the "Listening Sessions" from the City of Summit. They have experience working with Affordable and Workforce Housing.

There being no further business before the Board, Commissioners Dresdale and Zimmerman moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 5:47pm.

NEXT MEETING DATE

**Wednesday January 22, 2020 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