

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**February 26, 2020**

Chairperson Galietti called the meeting to order at 7pm in the Janet Whitman Room at Summit City Hall. The following Commissioners were present: Commissioners Galietti, White Zimmerman and Pollock. 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 18, 2019 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: Commissioners White and Zimmerman moved and seconded approval of the minutes. All commissioners voted affirmative. The Minutes were approved.

THE MINUTES OF NOVEMBER 21, 2019: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF DECEMBER 18, 2019: These 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 we would be hearing from the Mr. Billy, the Executive Director concerning the construction at the Vito Gallo Building that is starting on Monday, March 2, 2020 and the relocation of the residents on March 1, 2020.

Prominent Properties Sotheby's International Realty of Summit will be hosting a Complimentary Lunch for the seniors from the Vito Gallo Building on March 3, 2020 at St. Theresa's Memorial Hall from 12:30pm-2:00pm. Food will be catered by Zappia's Deli & Catering and dessert provided by Natale's Bakery in Summit. A flyer will be sent to us for distribution to all seniors.

The personnel policy will be discussed during a closed session at the end of meeting.

## REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The D-Wing Sewer Project will begin on March 2, 2020. All affected residents will be mobilized on March 1, 2020 to the hotel or going with family. The residents staying with families have been asked to be picked up by 3:00PM. We have access to a 15-passenger van from Summit Community Programs that will provide transportation for residents staying at the hotel that need transportation. We have met several times with the residents and their families. On February 27, 2020 a meeting will be held @ Chestnut at 11:00AM with the 26 residents and their families. We will then distribute the first round of meal allowance checks. Construction will commence on March 2, 2020 and the first few days will determine the longevity of the project. At this time, we are estimating 15 days. A reduced-price menu was passed out from Moe's Bistro and Bar, restaurant at the Best Western in New Providence. A list of Room numbers will be handed out to residents staying there. This will allow for an open line of communication between residents staying at the hotel. The commissioners and the Summit Housing Authority stated that The Best Western in New Providence should be commended for assisting us with this project.
- This is very busy time with the CDBG applications. The Executive Director has attended several meetings since he is the Chairman for the Subcommittee on Housing. The applications were reviewed that the county received. We have made a recommendation on how they will be funded. I gave a presentation on February 3, 2020 to the Facilities Committee because we put in an application for the rehabilitation of the elevators at Chestnut in the amount of \$100,000. We will not hear anything back until late March or early April.
- An update was given for the staircase project at Glenwood. We are waiting for a change order number. We had a meeting with the engineer regarding the steel reinforcement that was rotten and not anticipated in the pre-design. The structural engineer will be coming up with a new bracing design.
- Discussed the Shared Services Agreement with Madison Housing Authority. There is a letter in the packet that states Madison wants to opt out of agreement. We will entertain partnering with another Housing Authority. Target will be July 1, 2020.

**Operations:** Budget to Actual (income over revenue) Commissioner Pollock stated that there are two revenue sources that haven't come in yet. The city reimbursement for the stairs (\$70,000) and the administration fees for Madison (\$50,000). There is a \$20,000 variance. Mortgage rate is 3.5% - No change. Occupancy for buildings Weaver Street – full,

Chestnut Avenue – 1 vacancy and 1 other to come. We are taking both offline to accommodate two residents affected by Sewer Project and will renting them out when the project is complete. There are 3 vacancies at Glenwood Place.

**Affordable Housing:** We are putting forward a Resolution for the 31 Russell Place. The attorney for the developer has sent contract documents to our attorney for review. The developer's attorney has to file a deed restriction.

**Personnel Committee:** Commissioner Mary Zimmerman stated that will discuss during closed-session meeting. The 2019 activity and 2020 goals will be reviewed.

**Residents Committee:** Commissioner Diane Dresdale was not in attendance.

**Buildings & Grounds:** No Report at this time.

PUBLIC COMMENT:

Davita Williams (Weaver Resident) – Wants communication between SHA staff and residents to improve. She wants to be notified in advance when Maintenance is scheduled to do work in her apartment. No repairs needed in her apartment at this time. She attended the Resident Meeting at Weaver this evening and had words with a staff member. She felt that she was not spoken to in a respectful manner. Commissioner Galietti will address this concern with the other board members. A complaint was registered.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION:

20-26-2-1: Resolution requesting Approval of the Payment of Invoices for the period of December 19, 2019 through January 2020.  
Commissioners Zimmerman & White moved and seconded approval of resolution.

20-26-2-2: Resolution confirming the approval for Payment of Invoices for the period of January 23, 2020 through February 26, 2020.

Commissioners Zimmerman & White moved and seconded approval of resolution.

20-26-2-3: Resolution confirming approval of work to be performed by All County Sewer & Drain Service of Chatham NJ and their subcontractor, Charles P. Baumann, Inc of Union, NJ for the replacement of the deteriorated sanitary sewer piping servicing the D- Wing of the Vito A. Gallo Building at 12 Chestnut Avenue, Summit, NJ.

Commissioners Pollock & White moved and seconded approval of resolution.

20-26-2-4: Resolution authorizing the Executive Director to execute a contract of sale for the purchase of the property located at 31 Russell Place, Summit, NJ

Commissioners Zimmerman & Pollock moved and seconded approval of resolution.

Council Liaison: Beth Little, Council member at Large - The Council is continuing work on the Broad Street Development Project. The contractor has had experience working with Affordable Workforce Housing. Their focus is the senior community. Will make sure communication is open between Summit City Council and Summit Housing Authority. Went over Plastic Bag Policy in Summit.

EXECUTIVE SESSION: Commissioner White and Commissioner Pollock moved and seconded that the Board go into Executive Session to discuss personnel matters and Mr. Billy's annual performance review. The roll call was unanimous in the affirmative.

Commissioner Pollock and Commissioner 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.

There being no further business before the Board, Commissioners Galietti and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:51 pm.

#### NEXT MEETING DATE

**Wednesday March 25, 2020 at 7:00 pm**  
**Vito Gallo Building**  
**12 Chestnut Avenue**  
**Summit, NJ 07901**

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