

MINUTES
SUMMIT HOUSING AUTHORITY
September 23, 2020

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairperson Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, White, Dresdale, Ellis, Kane, Pollock, Zimmerman. Also present were Executive Director Joseph M. Billy, Jr., Jo Ann Sonmez, Sr. Housing Manager, Jackie Roundtree, Housing Manager 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. Additionally, a public notice was published in the Union County Local Source newspaper dated September 17, 2020 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

THE MINUTES OF JUNE 24, 2020: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

THE MINUTES OF JULY 22, 2020: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti – Mr. Billy distributed the draft of the 2021 Goals to Commissioners. They are Board goals that have been converted to Executive Director goals based on what is appropriate.

1st Goal - Operate well maintained and attractive properties at Glenwood Place (40 units), Weaver Street (30 units), Chestnut Avenue (125 units) and Russell Place (2 units)

2nd Goal – Execute fiscally conservative financial management while operating well maintained and attractive properties.

3rd Goal – Improve resident engagement and collaboration

4th Goal – Board and staff personnel.

These goals will be used for the October meeting where the Budget for 2021 will be discussed. The Capital projects that need to be done that will be based on the budget.

She wanted to thank everyone for all their contributions in 2020. She is looking forward to building on what was accomplished in 2020 in the new year.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- There have been significant delays with the Staircase Project at Glenwood Place. We have met with the contractor and engineer to get an updated schedule. There is a new estimate date for completion is 10/16/20. We have implemented liquid damages at \$500.00 per day starting 09/15/20. If the completion date extends beyond 10/16/20 and the weather starts to change. We will speak with our attorney and engineer and consider contacting a Bonding Company.
- Windows Project at Glenwood Place is moving along. The contractor is proficient and doing an exceptional job. The light and air that the new windows provide is fantastic. The contractor has been very accommodating with us and are working with residents to minimize the impact of the work schedule.
- We have begun re-renting at the Senior building. The Housing Authority is very cautious when admitting a new resident into the building. All applicants are required to be tested for COVID 19 prior to being allowed to move in the building. On the move in day the Maintenance staff is at the front door with a digital thermometer taking the temperature of the residents and movers hired by resident prior to entry into the building.
- There is a Resolution on the agenda tonight for the New Cyclical Painting Policy. We would like to implement this for January 1, 2021. Another Resolution is to renew the membership with the Joint Insurance Fund (JIF). It will be a three-year membership. Our membership will expire at the end of this year. I included in your package tonight a copy of the check for \$20,000 we received from them to help us with the ancillary costs from the Sewer Replacement at Chestnut.

Operations: Commissioner Pollock met with the Executive Director to discuss the Treasurer's report. Our CDs matured and we gained \$36,000.00 in interest at the 1.87% rate. The CDs are now getting a much lower percent. We have spent \$170,000.00 on the Staircase Project at Glenwood. Our remaining balance is \$210,000.00. There are three (3) vacancies at Glenwood. One will be occupied by 10/01/20. The remaining two are being rehabed and may be ready in November. There were six (6) vacancies at Chestnut. Five (5) units have been rented since the

property was opened after COVID 19. There is only one (1) open vacancy. Weaver has no vacancies.

Affordable Housing: Commissioner White inquired about the negotiations with the City of Summit regarding getting assistance for Russell Place property. Mr. Billy said he needs to have a conversation with Director of Community Services, Paul Cascais. We are looking for \$190,000.00 from the Affordable Housing Trust Fund. We will be opening two additional bank accounts to handle the Russell Place property. One will be a General Operating Account and the other a Reserve Replacement account which will have the \$190,000.00 for future use.

Personnel Committee: Commissioner Zimmerman will meet with Executive Director to prepare new goals, objectives and review Personnel needs for the new year.

Residents Committee: Commissioner Dresdale was concerned with the low attendance at the Resident ZOOM meetings. Residents do not need computer access to participate on the ZOOM meetings. They can use their telephone to listen and communicate while on ZOOM. There is a need for a Social Worker in the Senior building. We have a Social Worker from the Overlook Hospital that has been assisting our seniors remotely since the pandemic.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT:

Wanda Fortune (Glenwood Resident) – Resident is concerned about the mold in her bathroom. She has spoken several times with Mr. Billy and staff and no work order has been created. She feels her bathroom has to be redone. She also called the emergency line on another matter in the bathroom and it was not handled in a timely manner. The new windows that were put in have some gaps on the sides and some flying bugs are coming in the apartment. She admitted that she had not placed a call to the office to notify us of the issue with the new windows in her apartment. She has also seen roaches on the outside mailboxes. She would like to have that area sprayed by the pest control vendor. Resident also feels the Glenwood grounds need some attention. Commissioner Galietti indicated that we have been trying to update this property. We have had more pressing issues with the staircases and windows of the property. Once these projects are completed the next project will be to spruce up the property. We would like to have resident participation in these plans so that they can give us feedback on what they would like to see on the grounds. Mr. Billy will update Board with resolution to complaints.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: A packet was provided.

RESOLUTIONS:

20-23-9-1: Resolution Confirming Approval of the Payment of Invoices for the period of July 23, 2020 through August 26, 2020.

20-23-9-2: Resolution Requesting Approval of the Payment of Invoices for the period of August 27, 2020 through September 23, 2020

20-23-9-3: Resolution Adopting a Cyclical Painting Policy of Occupied Apartments

20-23-9-4: Resolution Renewing Membership in the New Jersey Public Housing Authority Joint Insurance Fund Effective January 1, 2021 through December 31, 2023.

Commissioner Kane moved for a Consent Agenda for Resolutions 20-23-9-1 to 20-23-9-4. Commissioner Pollock seconded the Consent Agenda. Upon roll call, All Commissioners voted in the Affirmative. The Resolutions were adopted.

Council Liaison: Greg Vartan sitting in for Beth Little – Common Council Member - There has been a spike in COVID 19 cases (15 in total). Three of the cases were students at Summit School System. Two students at the Middle school and the third from an Elementary School. The virus was not transmitted in school. Summit has a new Police Chief, Andrew J. Bartolotti. Summit Police and Summit Downtown Inc. have partnered and are Giving out \$5.00 gift cards to kids in Downtown that are wearing masks and practicing social distancing. Some donations for these gift cards were made from private sources. They have extended sidewalk cafes from nine months to twelve months. Union County is planning to host a Flu Shot Clinic in the fall. Details to follow.

There being no further business before the Board, Commissioners Kane and Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:18pm.

NEXT MEETING DATE

**Wednesday October 28, 2020 at 7:00 pm
Via ZOOM Video Conferencing**

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