

MINUTES
SUMMIT HOUSING AUTHORITY
January 27, 2021

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, Ellis, Kane, Kendellen, and Walker. Commissioner Dresdale was absent. Also present were Executive Director Joseph M. Billy, Jr., JoAnn 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 November 19, 2020 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 January 21, 2021 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

Executive Director issued the Oath of Office to the two new Commissioners: Rosalind Kendellen and Andrew P. Walker. Commissioners gave a brief introduction.

THE MINUTES OF NOVEMBER 19, 2020: TABLED

THE MINUTES OF DECEMBER 16, 2020: TABLED

THE MINUTES OF THE EXECUTIVE SESSION OF NOVEMBER 27, 2020: Commissioners White and Ellis moved and seconded approval of the minutes. All Commissioners voted affirmative. Commissioners Kendellen and Walker abstained. The Minutes were approved.

THE MINUTES OF THE EXECUTIVE SESSION OF NOVEMBER 30, 2020: Commissioners Kane and White moved and seconded approval of the minutes. All Commissioners voted affirmative. Commissioners Kendellen and Walker abstained. The Minutes were approved.

THE MINUTES OF THE EXECUTIVE SESSION OF DECEMBER 16, 2020: Commissioners White and Ellis moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti welcomed the new Board members. She has assigned Commissioner Walker to the Finance Committee. Commissioner Kendellen will be assigned to the Personnel Committee. Chairperson welcomed the new Council Liaison Greg Vartan from the City of Summit.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Our Senior Housing Manager, Jo Ann Sonmez will be retiring this week. She served the Summit Housing Authority for 34 years. We want to thank her for all her years of dedicated service. There are two job listings posted on Indeed for the Assistant Executive Director and the part-time Social Service Worker at Chestnut. We received a lot of feedback. We are looking to fill the positions soon.
- Covid-19 testing was done at Glenwood and Weaver on 01/15/21. Thirty (30) residents participated at each site. The operation was coordinated superbly with tents, generators, heaters and lights. At Chestnut on 01/19/21 we had forty-five (45) residents that participated. We were contacted by the City of Summit Administrator (Mike Rogers) yesterday. They are setting up a vaccination center at the Community Center on Morris Avenue. He indicated that they would be setting up dates and times to vaccinate the senior population in our developments. We sent an outreach memo to the seniors at Chestnut and have received a great response so far. We have asked them to call the office and let us know if they are interested in getting the vaccines. The City will provide more information as it becomes available. Our Housing Manager has contacted all the seniors at Glenwood & Weaver so they can be added to the list if there is an interest. The city will also be providing transportation with the Community Programs van. We felt it was a significant step forward and are very pleased.
- New floors were installed at the Community Room at Weaver. A new building entrance sign was ordered for the Chestnut property. The Staircase Project at Glenwood has been completed. The contractor is working with our Engineer to present a final billing. The new window installations at Glenwood are complete, with the exception of two horizontal windows that were mis-manufactured. We are having our engineer design enclosures on the dumpster area at Glenwood. The engineer is waiting to see bids from a few contractors to consider and move this project forward.

Finance: The Executive Director has re-structured the Treasure's Report. He has eliminated the outdated accounts and added the Affordable Housing component at 31 Russell Place. There was a significant amount of activity (deposits) on the accounts. We received reimbursements from the city for monies that were allocated to us for the rehab projects at Glenwood. Two HAP payments from the Madison Housing Authority. Investments are consistent as they are. Chestnut has two (2) vacancies) We have one (1) vacancy at Glenwood. No vacancies at

Weaver. Routine work orders are tracked by days and Emergency Work Orders are tracked by hours. The Work Order year-end report for 2020 is as follows:
Emergency Work orders - 1.39 hours and Routine Work Orders – 1.3 days
This is exceptional report. Our Maintenance men are doing an outstanding job.

Affordable Housing: Commissioner White discussed Metro. The city is doing a major development on Broad Street West. A developer L&M has approached the Housing Authority about re-capitalizing the senior building. We are getting outside assistance to facilitate this process.

Personnel Committee: NO REPORT AT THIS TIME

Buildings & Grounds: Chairperson Galietti wants Commissioners Kendellen to discuss the capital projects to improve the appearance of our properties with the committee. High priority should be the outside space for Glenwood.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

21-27-1-1: Resolution Confirming the Approval of the Payment of Invoices for the Period of December 17, 2020 through December 31, 2020

21-27-1-2: Resolution Requesting the Approval for Payments of Invoices for the Period of January 1, 2021 through January 27, 2021

Commissioner White moved for a Consent Agenda for Resolutions 21-27-1-1 to 21-27-1-2. Commissioner Ellis seconded the Consent Agenda. Upon roll call, All Commissioners voted in the Affirmative. The Resolutions were adopted.

Council Liaison: Greg Varton welcomed the new Commissioners Kendellen and Walker. He mentioned that it is wonderful to see people give generously of their time and talent. The Summit Community Center will be setting up a Vaccine Center.

There being no further business before the Board, Commissioners White and Kendellen moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:01pm.

NEXT MEETING DATE

**Wednesday February 24, 2021 at 7:00 pm
Via ZOOM Video Conferencing**

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