

MINUTES
SUMMIT HOUSING AUTHORITY
July 22, 2020

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairperson Galietti called the meeting to order at 7:04pm. The following Commissioners were present: Commissioners Galietti, White, Dresdale, Pollock, Zimmerman, & Ellis. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree, Housing Manager and Mayda Kuriawa, Office Administrator. Commissioner Kane was absent. 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 July 09, 2020 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

REPORT OF THE CHAIRPERSON: Chairperson Galietti – No Report At This Time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- A comprehensive progress report was sent to all commissioners updating the goals and objectives for the remainder of the year. They were discussed this past week in detail by the Personnel Committee.
- Requested Audit documentation has been sent to the auditors for their review.
- Three resident meetings were held this month via ZOOM.
- The Summit Housing Authority wants to thank Commissioner Pollock, his son Harris and the Summit swim team for donating 45-50 puzzles to the Chestnut residents. The residents were grateful and were touched by their thoughtfulness during this challenging time.

- Our FACEBOOK page is thriving. We are up to 110 likes. Jacqueline Roundtree, Housing Manager has done an exceptional job keeping the page up to date. There are many new photos posted. Our memos and notices are also posted to this site.
- There is going to be a safety inspection next Tuesday from JIF (Joint Insurance Fund) They visit our properties annually and give us suggestions for possible safety hazards on our properties.
- A memo was sent to all our locations in May reminding our residents to complete the 2020 Census form. We will re-issue the notice to all properties this week.

Operations: Commissioner Pollock met with the Executive Director to discuss the Treasurer's report. There was a \$40,000.00 swing of the total finances that was coming from the General Account withdrawals. We received \$140,000.00 in deposits. \$80,000.00 was an increase in our rental payments from \$65,000.00 that we normally collect. We also received \$60,000.00 from the HAP payment from Madison. The withdrawals are related to the maintenance costs the Chestnut Sewer Project. There are two Budget to Actual for May and June. Sundry costs were over because the additional funds that were paid for the displacement of residents at Chestnut. CDs are due to be renewed on August 6th. The current rate on them are 1.85%. Depending on the rate we will roll them over for another twelve months. The Housing Manager report indicated a number of vacancies at Chestnut. We are opening up our Chestnut property and will be renting 2 to 3 apartments in August. Executive Director indicated that these apartments are located at the end of a hallway or close proximity to the elevator. This will not disrupt the flow for the property. We are setting up protocol for the Maintenance personnel to provide new residents with an indoctrination on how the building has been maintained during the COVID 19 pandemic. Our staff will take their temperature at the entrance prior to admitting them to the property. It was recommended by Commissioner Zimmerman that we have the new residents tested for COVID 19 and provide our office with the results prior to moving in.

Affordable Housing: Commissioner White stated that The Authority is meeting with L&M Developers who are working on the Broad Street West Development. They are asking to meet with the Housing Authority to talk about the project and how it will impact the Housing Authority. The Executive Director will report back to the commissioners when the meeting takes place. We are still working on the Affordable unit at 86 Park Avenue. We qualified three applicants for the apartment. All three refused to take apartment because of its location. We are continuing to screen applicants for the property. We are beginning screening applicants for another location - 412 Morris Avenue.

Personnel Committee: Commissioner Zimmerman met with Commissioner Galietti, Commissioner White and Executive Director to discuss his six-month review.

Residents Committee: Chairperson Galietti expressed concern about the progress with the staircase project at Glenwood. Mr. Billy stated that the contractors have completed three staircases out of nine. The deadline for completion is 09/15/20. Proper notice was sent to

contractor. The contractor's coordination with the project has been considerably off. They will be penalized \$500.00 per day off the final payment if the work is not completed by 09/15/20.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT:

Joan P. Doyle (Chestnut Resident) – Resident is concerned about the air quality at the Chestnut property. She wants to know if the air is being filtrated during this time. Mr. Joseph M. Billy Jr. said that there are air filters on the roof that service the common areas of the building. We are speaking with HVAC contractor about any additional action we should take. We are also looking into a sanitizing apparatus for the Community Room that are used in hospitals. Resident wanted to know if they can get personal filters installed on their heating/cooling unit. The Housing Authority will do an evaluation to come up with ideas to possibly improve the air filtration system at Chestnut.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: A packet was provided.

RESOLUTION:

20-22-7-1: Resolution Requesting Approval of the Payment of Invoices for the period of June 25, 2020 through July 22, 2020.

Commissioners Zimmerman & Dresdale moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

Council Liaison: Beth Little, Council member at Large – The City Council has not focused on anything that directly impacts the Housing Authority residents this month. We are continuing to support all the businesses downtown. Outdoor dining has been extended for another month. We are updating our emergency management procedures and preparing for the re-opening of schools in Summit.

There being no further business before the Board, Commissioners Zimmerman and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:54pm.

NEXT MEETING DATE

**Wednesday September 23, 2020 at 7:00 pm
Via ZOOM Video Conferencing**

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