**HOUSING AUTHORITY**

**CITY OF SUMMIT**

**NOTICE TO RESIDENTS**

**ALL HOUSING AUTHORITY PROPERTIES**

**Date:** 11/30/2020

**From:** Joseph M. Billy, Jr., Executive Director

**RE: MANAGEMENT OPERATIONS- UPDATE 11/30/2020**

I hope this note finds you & yours well.

Our office has been informed that a member of our maintenance team has tested positive for COVID19. The employee’s contact with others has been very limited within the last week (No close contact under 6 feet for more than 15 consecutive minutes). In consultation with the Westfield Health Officer, her recommendation is that NO other people need to be quarantined or tested. The Maintenance Staff will continue to operate on an Emergency Priority Basis. Please call the main office number at **(908) 273-6413** if you have a needed repair in your apartment. After regular business hours you may also call the **Emergency After Hours Number at 1-866-630-5057.** The maintenance staff will respond accordingly

The City Hall office complex remains **CLOSED TO THE PUBLIC.**

Housing Authority staff are in our office to answer phone calls and emails each day during regular business hours should you need to contact us for any information, place a work order or, to just talk to someone while you are exercising voluntary self-confinement. No Walk-in’s will be allowed. Any pre-arranged appointments are still cancelled.

**Please DO NOT HESITATE to call if something needs to be repaired in your apartment.**

Working together, we will get through this challenging time. Thank You for your cooperation and understanding.