

MINUTES
SUMMIT HOUSING AUTHORITY
April 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 Dresdale, Ellis, Kane, Pollock White and Zimmerman. Also present were Executive Director Joseph M. Billy, Jr., 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. Additionally, a public notice was published in the Union County Local Source newspaper dated April 16, 2020 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

Esther Ellis was sworn in as the newest member of the Board of Commissioners of the Housing Authority of the City of Summit.

THE MINUTES OF NOVEMBER 21 2019: Commissioners Zimmerman and Pollock moved and seconded approval of the minutes. All commissioners voted affirmative. The Minutes were approved.

THE MINUTES OF DECEMBER 18, 2019: Commissioners Zimmerman and White moved and seconded the approval of the minutes. All commissioners voted affirmative. The Minutes were approved.

THE MINUTES OF FEBRUARY 26, 2020: Commissioners Zimmerman and White moved and seconded the approval of the minutes. All commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti wanted to thank the Commissioners and Housing Authority staff for operating under the conditions that have existed in the last few weeks.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- I have been in direct communication with the Commissioners through the last couple of weeks which include sending e-mails with informational material. Our team continues to disinfect all common areas of all properties, assisting with Meal on Wheels and responding to everything that has been happening daily.
- All involvement with CDBG & JIF is being done via telecommunications at this time.
- Commissioner Zimmerman wanted to know the total cost to the Housing Authority for the D-Wing Sewer Project. Mr. Billy stated that there are two outstanding bills that we have not been invoiced yet. Several of our residents (6) on the first floor (D-Wing) had to remain at The Best Western in New Providence some additional days. Also, the new first level flooring must be installed on D-Wing. The contractor is waiting for the moisture content to be down before the floor can be put in. To date the cost is \$236,067.00. This includes the cost of the contractors All County, Metro Fire, (who had to be called in) Best Western (resident accommodations), food allowances and lock cylinders that had to be changed on upper floors. The total after the remaining bills are paid should be around \$245,000.
- Discussed the water heater replacement in Building 6 at Glenwood. The gas censor for the new washing machine had to be fixed/adjusted at Weaver. We had to call for service on that machine. Commissioner Zimmerman expressed some concerns because the machines are relatively new.
- At the request of Commissioner White Mr. Billy gave an overview of the procedures and processes that the Housing Authority is currently following. We have been following the lead of the Westfield Board of Health. We have received notices from Megan Avalone (Health Officer) early on during this pandemic. The Housing Authority began its own lock down on March 13, 2020. We began to try and limit visitors to the properties. The Maintenance Department has been sanitizing all common areas such as handrails, doorknobs and elevator panels twice daily and extended the process through the weekend. All staff are wearing masks and gloves at all properties. Our Administrative office has been closed to the public since March 16, 2020. The employees in the office are practicing social distancing. No interviews or inspections are being done at this time. The office hours are from 9:00AM – 12:00PM. Any calls for service from residents are handled in the same manner as calls coming in after hours,

holidays or weekends. If it is an emergency the answering service will contact the Maintenance person on call via telephone or text. The Maintenance person will notify me depending on the severity of the situation. If it is not an emergency the service will relay the message the following morning to the office. All construction projects have been put on hold. We have been following the trend as more information became available, we keep addressing it as aggressively as we can. The Housing Authority is doing all we can to protect the residents and staff.

Operations: Budget to Actual (income over revenue) Commissioner Pollock stated that there is no Budget to Actual Report for this meeting. Mr. Billy will have one available at the next Board Meeting scheduled for May 20, 2020. There were deficits in our investments from the withdrawals made in January, February and March. A withdrawal of \$150,000 in February and \$50,000 in March for the Sewer Project costs. Funds for the Window Project will be coming out of the Replenishment Reserve. Mr. Billy commented in March an invoice for \$70,000 was submitted to Paul Cascais (Community Services Director – City of Summit) for the reimbursement for the Staircase Project at Glenwood. This will be coming from the \$400,000 the City of Summit had allocated to us through their Rental Rehab Funding. Occupancy for buildings Weaver Street – full, Chestnut Avenue – There is 1 vacancy but will have an additional 2 on our next report. Glenwood – has 3 vacancies. Any vacancies will not be filled until the pandemic situation subsides.

Affordable Housing: We received an e-mail from our attorney (William Connelly) that the deed restriction for Russell Place was filed. We are holding off on the closing. We are not conducting interviews currently. Mr. Billy stated that going forward we may consider interviewing remotely.

Personnel Committee: Commissioner Mary Zimmerman stated that the SHA Personnel /Policies were sent to attorney (William Connelly) for review. The 2019 goals for Executive Director were reviewed and new goals for 2020 were set.

Residents Committee: Commissioner Diane Dresdale stated that we have already discussed what is being done to protect the residents at Chestnut. The residents have expressed concern about the number of visitors coming to the building. She understands that we have made the residents aware of safety issues and hope the residents will limit the number visitors in the building.

Two of the food organizations that have been actively assisting our residents with food donations are GRACE (Giving and Receiving Assistance for Our Community's Essentials) & Loaves & Fishes (St Theresa's Church). They are currently looking for donations to keep their supply chain active.

Mr. Billy discussed the procedure in place for rent abatement due to resident loss of income. A flyer was sent out to the residents at the beginning of this month informing the residents to notify our office if there was any change in their income due to job loss. If notification is received by the 15th of the month, the current monthly rent due will be adjusted. If received after the 15th the adjustment will be made the following month. We are not waiting for the Unemployment office

to pay benefits. We are accepting the confirmed commitment made by the Unemployment office via e-mail. All late fees are being waved at this time at Glenwood & Weaver. Late fees are not charged at Chestnut to the seniors. No evictions for non-payment of rent will be initiated for the next 90 days.

Buildings & Grounds: Chairperson Galietti discussed the Chestnut D-Wing Sewer Project. She thanked Mr. Billy, staff, Board members and council for all their hard work. All projects are currently on hold. The Glenwood Staircase Project & Glenwood Window Project. The vacant apartments are being renovated so that they can be rented soon.

PUBLIC COMMENT:

Davita Williams (Weaver Resident) – Resident wanted to know is she can receive notification of ZOOM Board Meetings via e-mail. Mr. Billy responded by stating that we do not have all resident's e-mails. In the past when e-mails were sent the response was minimal. We are updating resident e-mails when the yearly re-determinations are done.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION:

20-22-4-1: Resolution Confirming Approval of the Payment of Invoices for the period of February 26, 2020 through March 25, 2020.

Commissioners White & Dresdale moved and seconded approval of resolution. Upon Roll Call, all members voted in the Affirmative, the resolution was approved.

20-22-4-2: Resolution Confirming the Award of a Contract to MAVA Landscaping, Inc. of Summit, NJ to Perform the 2020 Landscape & Grounds Maintenance at All Authority Sites in an Amount not to exceed \$14,900.00

Commissioners Zimmerman & White moved and seconded approval of resolution. Upon Roll Call, all members voted in the Affirmative, the resolution was approved.

20-22-4-3: Resolution Requesting Approval of the Payment of Invoices for the Period of March 26, 2020 through April 22, 2020.

Commissioners White & Zimmerman moved and seconded approval of resolution. Upon Roll Call, all members voted in the Affirmative, the resolution was approved.

20-22-4-4: Resolution Authorizing the Award of a Contract to Novagradic & Company LLP of Toms River, NJ to Perform the Annual Financial & Compliance Audit for the FYE 12/31/19 in an Amount Not to Exceed \$9,685.00.

Commissioners Kane & Zimmerman moved and seconded approval of resolution. Upon Roll Call, all members voted in the Affirmative, the resolution was approved.

20-22-4-5: Resolution Authorizing the Executive Director to a Request to the U.S. Department of Housing & Urban Development to Enter into a Shared Services Agreement with the Passaic County Public Housing Agency to Serve as the Contract Administrator for the Housing Authority of the City of Summit's 195 Converted R.A.D. Units Under the Section 8 Project Based Voucher Program.

Commissioners Zimmerman & White moved and seconded approval of resolution. Upon Roll Call, all members voted in the Affirmative, the resolution was approved.

Council Liaison: Beth Little, Council member at Large - The City of Summit is working on Essential Services. The council meetings are being conducted via ZOOM. She is on the Emergency Management Team. She gets direct reports from Overlook Hospital daily. They are monitoring senior communities in Summit. (Lantern Hill Senior Living, Spring Meadow Assisted Living and the Vito Gallo Building). The residents at these locations are in high-risk groups. We must do everything possible to protect our residents and all the residents that live in our area.

There being no further business before the Board, Commissioners White and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:06 pm.

NEXT MEETING DATE

Wednesday May 20, 2020 at 7:00 pm
Via ZOOM Video Conferencing

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