

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**May 20, 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, 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 May 14, 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 APRIL 22, 2019: Commissioners White and Pollock moved and seconded approval of the minutes. All commissioners voted affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti wanted to thank the Board members, Housing Authority staff and City council for supporting us through this time. Especially for all the work that has been done to assist our residents and manage our buildings.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Meetings for CDBG, Joint Insurance Fund (JIF), NJ NAHRO are continuing to be held via tele-conferencing. All acclimating to keep everything moving along.
  
- We are continuing our protocol for the virus. The food deliveries (Meals on Wheels) and other groups have been distributing groceries to our Senior building. Commissioner

Zimmerman put us in contact with Tracy Claus from Loaves & Fishes that provided washable /cloth masks for residents. The masks were delivered, and the residents were very thankful for the donation.

- At this time, construction limits have been removed. We reached out to the staircase contractor at Glenwood. He will be formulating a new schedule resume work. We spoke with the architect and engineer for the Window Replacement Project at Glenwood. Due to the pandemic we feel that we should not be entering apartments to take out and replace windows just yet.
- Shared Services Agreement was discussed. We have forwarded information HUD that was requested. We are not anticipating any issues as we are tailoring it to what was done with Madison.
- Mr. Billy discussed the current vacancies in the buildings. We feel more comfortable opening the family sites. There are (3) three vacancies at Glenwood. A two-bedroom will be offered to someone on the wait list. Another unit that will be an internal transfer will be completed within the next few days. The third unit will also be an internal transfer. At Chestnut we have (3) three vacancies. All units have been refurbished and are ready for occupation. We currently will be waiting for movement on the current situation as we don't want to change the environment.
- We will be re-engaging the resident meetings through the ZOOM meeting platform. The calendar distributed in January with meeting dates will remain but will utilize the tele-conferencing format. Notices will be sent to residents for the meetings in June. In the future we will use FACEBOOK and e-mails to send reminders of meeting dates.

**Operations:** Commissioner Pollock stated that there is a deficit from the funding of the work completed at Chestnut. \$250,000 was spent on the D-Wing Sewer Project. We will be seeing an increase in account in the next 30 days of \$120,000 coming from the Madison voucher subsidies. Executive Director previously discussed the vacancies at all locations. The CARES Act will be allocating money to HUD through grants for expenses incurred in the pandemic. The Housing Authority will be applying for reimbursement for those eligible expenses. The Housing Authority has purchased a lot of disinfecting materials and overtime for sanitizing the buildings that can submitted for reimbursement. The Union County Community Development has stated that Union County was one of nine counties in New Jersey that was assigned FEMA money. There are no guidelines set at this time as per the Director. A claim was filed with JIF (Joint Insurance Fund) for the Sewer Project at Chestnut. Ancillary costs such as the hotel accommodations (\$35,000) and food allowances (\$24,000) may be reimbursable.

**Affordable Housing:** Mr. Billy stated that we will be reaching out to potential applicants from The Affordable Housing Wait List. Jo Ann (Sr. Housing Manager) has placed telephone calls and mailed out preliminary packets to them. There are 2 units at Summit Avenue, 1 unit at 86 Park Avenue and 2 units at Russell Place.

**Personnel Committee:** Commissioner Mary Zimmerman stated that the SHA Personnel /Policies were reviewed by attorney and was received by the commissioners today. The policies will be reviewed and discussed in detail at a future date.

**Residents Committee:** Commissioner Diane Dresdale questioned if the Housing authority had a policy in place for number of people allowed to ride in the elevator at a time at Chestnut. Mr. Billy responded by saying that we have signs posted throughout the building recommending social distancing at all common areas and elevators. She wanted to know what was being done by the Housing Authority relation to census and voting for all locations. Mr. Billy stated that a Census Notice was delivered to all residents (door-to-door) encouraging them to complete the 2020 Census.

**Buildings & Grounds:** Chairperson Galietti discussed the Chestnut D-Wing Sewer Project. The new floor has been installed and the bills have been paid. We will be getting a date soon when the staircase project is set to resume. We can also begin to focus on the Windows Project at Glenwood. The commissioner wanted an update on the report for Work Orders/Response. Mr. Billy will be sending the report in the next few days.

PUBLIC COMMENT:

Davita Williams (Weaver Resident) – Resident wanted to know if she can get a mask from the Housing Authority. Ms. Billy responded by saying the 350 masks received earlier last month were distributed to all residents. If we receive any other donations, we will be sure to provide her with another mask.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION:

20-20-5-1: Resolution Requesting Approval of the Payment of Invoices for the period of April 23, 2020 through May 20, 2020.

Commissioners Pollock & Dresdale 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 remotely. The council meetings are being conducted via ZOOM. She provided an update from Overlook Hospital. They are currently seeing lower numbers in COVID-19 cases. The city council is focusing on the order from the Governor as we start the re-opening process.

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

**NEXT MEETING DATE**

**Wednesday June 24, 2020 at 7:00 pm**  
**Via ZOOM Video Conferencing**

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