

MINUTES
SUMMIT HOUSING AUTHORITY
October 28, 2020

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, Dresdale, Ellis, Kane, Pollock, 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 October 8, 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 SEPTEMBER 23, 2020: Commissioners Kane and Dresdale moved and seconded approval of the minutes. All Commissioners voted affirmative. The Minutes were approved.

Fiscal Audit 2019 Presentation - Rich Larsen (Novogradac & Company LLP)

Independent's Auditor Report – The Authority was given an “unmodified opinion”. This is the highest assurance that is given by auditors. There are no modifications that need to be made.

Audit in Accordance with Government Auditing Standards – No deficiencies were identified or any material weaknesses that need to be reported to the board.

Compliance with Laws, Regulations, Contracts and Grant Agreements – No instances of non-compliance were found that need to be reported.

Financial Statements were reviewed. The Housing Authority has eighteen (18) months of operating reserves. Five (5) months is normally acceptable.

2021 Budget Introduction Presentation – William Katchen CPA LLC

Mr. Katchen introduced the FY 2021 Operating Budget. The projected surplus is \$14,600. He answered questions from Board members.

REPORT OF THE CHAIRPERSON: Chairperson Galietti – Board members and Executive Director will be adjourning to an Executive Session following this public meeting.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- We are putting forward for the Board's consideration an updated schedule which will increase the utility allowance that the residents receive starting January 1, 2021. This only affects Chestnut and Weaver properties. The Housing authority pays all utilities at Glenwood.
- We have RFPs out for our 2021 professionals. We published for our Legal Counsel, Fee Accountant and Risk Management agent. Responses are due in mid-November. We will present Resolutions at the November Board Meeting.
- Our census is totally completed for the city of Summit. The final numbers for community response was 78.7%. It was three (3) points higher from ten years ago, which was at 75%. The state reported 69.50%. Summit really stepped up to the plate.
- For the past years the Executive Director has been representing the City of Summit on the Union County Community Development Block Grant Revenue Sharing Committee, serving as Chair of the Housing Sub-Committee. On October 14, 2020 Mr. Billy was elected as the Chairperson to the full Committee and will be serving for one a one-year term.
- The staircases at Glenwood have all been installed. They are currently painting the new installations. A punch list inspection will be done by the engineer which will pinpoint the minor things that need to be done before the project can be fully completed. The window installation at this property have been going well. There are six buildings on this site and four have been completed.
- There were some concerns at the last meeting with a resident's apartment the Glenwood development. The Building & Grounds Committee, The Resident's Committee and our staff got together with the resident. The apartment was inspected, and a remediation plan was formed.

- Our COVID 19 protocols have continued at Chestnut. With the colder weather setting in we have instituted some advanced protocols regarding the mice situation at this location. It has been a historical issue with this property and we have taken a much more aggressive approach. The landscapers have cleaned out the area along the walkway that runs by the railroad tracks. Our extermination firm installed ten large exterior boxes along the fencing in this area. A new electric roll-up door was installed that is adjacent to the compactor room. Additional bait stations were placed in the compactor rooms. Two secure bait stations were put into every apartment unit on October 14. This was all on a voluntary basis. Four residents did not participate out of 125. There is a two-week tracking to see if there is any activity in the apartments. The Housing Authority is also implementing housekeeping inspections that will begin in November for this property.
- We are having a Halloween Holiday Gift Bag Raffle for the kids. There are four bags filled with lots of fun activities and goodies.

Operations: Commissioner Pollock met with the Executive Director to discuss the Treasurer's report. There is not a lot of activity since the last Board Meeting. No significant changes to report. The variance will be more manageable by end of year based on income from Madison and from the City of Summit (Rental Rehab Fund) for the staircase project at Glenwood. Weaver has no vacancies. Glenwood has 3 vacancies. Two are carryovers and one is a new vacancy. Chestnut has one vacancy.

Affordable Housing: Commissioner White had no report at this time.

Personnel Committee: Commissioner Zimmerman will meet with Executive Director to prepare new goals, objectives and review Personnel needs for the new year. The reviews will be conducted in November.

Residents Committee: Commissioner Dresdale would like to see if we can have an organization come out and provide COVID testing for the residents at Chestnut. Mr. Billy is working with Deputy Chief Nelson to arrange a mobile testing service to visit the property. We are waiting on a response from him.

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT:

NONE

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: A packet was provided.

RESOLUTIONS:

- 20-28-10-1: Resolution Requesting Approval of the Payment of Invoices for the period of September 24, 2020 through October 28, 2020.
- 20-28-10-2: Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/19
- 20-28-10-3: Resolution Approving the Annual Budget for Fiscal Year – January 1, 2021 through December 3, 2021 (DCA)
- 20-28-10-4: Resolution Approving the Annual Budget for Fiscal Year – January 1, 2021 through December 3, 2021 (HUD)
- 20-28-10-5: Resolution Adopting a Revised Utility Allowance Schedule Effective January 1, 2021

Commissioner Zimmerman moved for a Consent Agenda for Resolutions 20-28-10-1 to 20-28-10-5. Commissioner Pollock seconded the Consent Agenda. Upon roll call, All Commissioners voted in the Affirmative. The Resolutions were adopted.

Council Liaison: Megan Avallone (Director, Westfield Regional Health Department) gave a report at the last Safety Meeting in Summit and was concerned about the number of rising cases in Summit. She stated that the Contact Tracers are having a difficult time getting people to take their calls. There are some residents that have tested positive and are refusing to quarantine. Overlook Hospital is also reporting a high number of COVID 19 cases. She wanted the Housing Authority to make sure we are encouraging that they are using masks and practicing social distancing.

EXECUTIVE SESSION – Commissioners Zimmerman & Dresdale moved and seconded that the Board go into Executive Session. All Commissioners voted in the Affirmative.

Commissioners Kane and Pollock moved and seconded that the Board go back into Open Public Session.

There being no further business before the Board, Commissioners Kane and Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 9:06pm.

NEXT MEETING DATE

**Wednesday November 11/19/20 at 7:00 pm
Via ZOOM Video Conferencing**

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