

**MINUTES  
SUMMIT HOUSING AUTHORITY  
July 25, 2018**

Commissioner Galietti was acting Chairperson and called the meeting to order at 7:04 pm in the Community Room of the Glenwood Place Development. The following Commissioners were present: Commissioners Galietti, White, Coates and Kane. Commissioner Zimmerman arrived at 7:16pm and Chairperson Pollock at 7:13pm. Commissioner Halverstadt was absent. Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator, Council Liaison Beth Little.

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 13, 2017 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.

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

THE MINUTES OF DECEMBER 13, 2017: Commissioners Galietti and Coates moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioner Kane abstained. The Minutes were approved.

THE MINUTES OF APRIL 25, 2018: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF JUNE 27, 2018: Commissioners Kane and Galietti moved and seconded approval of the minutes. All Commissioners voted in the affirmative. Commissioner Galietti abstained. The Minutes were approved.

**REPORT OF THE CHAIRPERSON:** Commissioner Galietti acted as substitute chairperson.  
No Report at this Time.

**REPORT OF THE EXECUTIVE DIRECTOR:**  
Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that an Emergency Notification System is going to be implemented. We mailed out forms for all residents to fill out with contact information so we can use in case of an emergency. A resident that attended the meeting stated that a lot of times they don't receive our notifications in the mail. We have always had an issue with the mail at The Glenwood location. Mr. Billy let them know that we have made attempts to inform the post office of this ongoing issue.
- He informed Commissioners that we are installing new washers and dryers at Chestnut within the next couple of weeks. We have a lot of calls about our equipment malfunctioning mostly due to the fact that machines are old. The machines will operate with a new system using debit cards instead of quarters. Residents will now be able to put money on card using a money machine installed in the lobby for their convenience.
- Mr. Billy advised Commissioners that there was a replacement resolution for the rental of the Café at Chestnut. We changed the hours of operation and date that it will start. We agreed on an effective date of September 1, 2018.
- Mr. Billy reminded the Commissioners that the Senior BBQ is Tuesday July 31, 2018 at 12 noon. He invited them to stop by.
- He informed Commissioners that the continued issue in the D wing at Chestnut for many years when there is heavy storm activity. Last recent storm the sewer backed up. Unfortunately, the one person on that floor that opted for the walk-in shower was affected. When the back up occurred her apartment got flooded. We addressed the issue by snaking the line and piping was clear but after next storm it happened again. Once we realized this was an ongoing problem we contacted All County and they snaked everything out and jet streamed the line all the way out to Broad St. Everything seemed fine and then it backed up again. Once again we contacted All County, they ran a camera to find out what's

going on inside the pipes. They determined that this main sewer pipe has compressed with time and there are bellies in this pipe. So, instead of it going straight thru sewer line- this pipe will go 15-20 feet and then belly down therefore causing these back ups.

We are trying our best to accommodate our resident -she has lost a lot of her possessions and we are in the process of replacing them. She was able to stay with her niece that actually lives in our Glenwood Place property. After thorough investigation, All County is going to provide us with a solution to this ongoing problem. Mr. Billy let them know that after diligently researching this problem he found out that this problem has been occurring since years back in the D wing. Mr. Billy will accommodate our affected tenant with temporary housing if needed.

**Operations:** Mr. Billy reported our Treasurer's Report shows healthy balances. The General Account with Lakeland is a lot more solid right now because we got caught up with the HUD voucher payments from Madison. We now have an administrative fee which is part of our project based voucher that we never had before. So far, we have built up \$89K in administrative fees for the past 6 months. Attached with the investments is a spreadsheet for the CD s that are going to mature July 26<sup>th</sup> · 2018 along with the interest we should receive. In the Budget to Actual the deficit at the bottom is becoming more positive.

**Affordable Housing:** Commissioner White stated that he wants to make sure The COAH Rental Units are currently being occupied by low income tenants. He wants Mr. Billy to keep a list of what's the city is being billed. He is going to talk to Paul Cascais about the 13 units. Commissioner Galietti asked for a copy of this list. He suggested that we send certified letters to these tenants. There is a separate waiting list and this needs to be advertised on Star- Ledger.

**Personnel:** Nothing to report at this time.

**Residents Committee:** No Report at this time.

**Buildings & Grounds:** One of our residents from Glenwood Place mentioned that the washers in Laundry room need to be checked. Everytime it rains , the clothes come out dirty. Council Liason introduced herself to the residents and gave them her contact information. One of the residents mentioned that due to the removal of garbage cans – Garbage has been an issue on this property. Mr. Billy stated that he will put garbage cans with lids by next week . Council Liason Beth Little suggested the tenants organize a meeting to work together with addressing issues.

**PUBLIC COMMENT:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**RESOLUTION:** Commissioner Zimmerman moved for a Constant Agenda for Resolution 18-25-7-1 through 18-25-7-3.

- 18-25-7-1: Resolution Requesting the Approval for the Payment of Invoices for the period June 28, 2018 through July 25, 2018.
- 18-25-7-2: Resolution Authorizing the Executive Director to Execute a Lease Agreement for Rental of the Space Located at 12 Chestnut Avenue, Summit, NJ, Commonly Known as “The Chestnut Café”.
- 18-25-7-3: Resolution Approving Official Travel to and from Washington, DC by the Executive Director to Attend the PHADA 2018 Legislative Conference on September 9-11, 2018.

Commissioner Galietti seconded the Consent Agenda.

Upon roll call on the Consent Agenda, all members voted in the affirmative and the resolutions were approved unanimously.

COUNCIL LIASON: No Further Report.

There being no further business before the Board, Commissioners Galietti and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:24 pm.

**NEXT MEETING DATE**

**Wednesday September 17, 2018 at 7:00 pm  
Community Room  
2 Weaver Street  
Summit, NJ 07901**

Respectfully submitted,

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