

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**September 18, 2019**

Chairperson Galietti called the meeting to order at 7pm in the Community Room at 2 Weaver Street. The following Commissioners were present: Commissioners Zimmerman, Pollock, Halverstadt, Galietti, Kane, White and Dresdale. Also present were Executive Director Joseph M. Billy, Jr., Jackie Roundtree Office Administrator and Housing Manager Zenobia McWhorter. 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 19, 2018 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 OCTOBER 24, 2018: Commissioners White and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINUTES OF MARCH 27, 2019: Commissioners White and Zimmerman moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINUTES OF APRIL 24, 2019: Commissioners Zimmerman and Pollock moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINUTES OF JUNE 11, 2019: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINUTES OF JUNE 26, 2019: Commissioners Pollock and Zimmerman moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti informed the Board that she would like to focus on Goals for 2020. This will be discussed in an executive session before end of Board Meeting.

## REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that the Audit should be finalized by next month.
- Currently we have 2 Resolutions that we are working on: (1) A&E Services and (1) Tenant File Review Person.
- We had 3 resident meetings this month already. On Sept. 5<sup>th</sup> we had one at Weaver and discussed the new Laundry Equipment and handed out smart cards. Sept. 16<sup>th</sup> we had meeting at Chestnut and on Sept. 18<sup>th</sup> we had meeting at Glenwood.
- Mr. Billy told them that we have been snaking the Sewer Line in A & D Wing at Chestnut on a weekly basis. All County Sewer & Pasquale Plumbing have conducted a dye test and recommend we reduce snaking to monthly instead of weekly.
- On August 15<sup>th</sup> 2019 we had our Annual Senior BBQ at Chestnut. The theme was “Casino Day”. We had food, music, game tables and goodies for everyone. The residents really enjoyed themselves.
- At Weaver St we are installing new flooring in Laundry Room. The landscaper trimmed up some trees near Building C and we also have a painter scheduled to repaint undercarriages before winter arrives.
- At Glenwood Pl we have been awarded a contract for the Staircase Replacement on August 28, 2019. We are trying to come up with a strategic plan because some of these buildings don't have two means of egress. We may have to do some temporary staircases to get people in and out of the 2<sup>nd</sup> floor apartments. We went thru our tenant list and came up with 2 prototypes for the front and rear staircases. We are trying to inconvenience as few people as possible. As far as the Window Replacement – we finally were able to award a contract. This was our 3<sup>rd</sup> go around. The lowest bidder was awarded to Panoramic in the amount of \$385,000. We are going to do the same thing we did at Weaver. We changed the slider windows/patio doors to double hung windows. We are still working on replacing the energy saving faucets and vanities. Only have about 12 left to do. We lost some time during the summer because a lot of people were away.

- Mr. Billy reported that we were able to lease out the 2 units at Providence Crossing as Required by Affordable Housing. There has been no update on Russell Pl since April. They still need to get CO in order to transfer property to us. That particular property may need some affordability assistance from the City's Affordable Housing Trust Fund. We need money to float that property for the future. Our Fee Accountant Bill Katchen is updating the numbers needed for the affordability Assistance.
- He informed Commissioners that next week is the New Jersey Association Housing & Redevelopment Conference in Atlantic City. Mr. Billy is the President of NJ NAHRO Therefore he won't be in most of next week.

**Operations:** Commissioner Halverstadt stated that revenue is favorable and when investments mature it will be even better. The General Account has about \$30K. Our Ordinary Maintenance is on budget. Mortgage rate is 3.5% -which is great. On Housing Manager's Report, some of our CDs mature in August so we rolled them over for our projects. We have about 13 CDs, 2 of them are smaller ones so we did not renew those. He put them in a money market as well as the interest accrued by them. So, we have a money market account that was \$200K and is now up to \$303K. We still have \$273K in PNC Bank. We also have the \$400K from the Affordable Housing Trust Fund. There were non-routine expenses consisted of Tub Conversions, LED Lighting at Chestnut etc.

**Affordable Housing:** Commissioner White announced that there is a town Affordable Committee meeting on October 1<sup>st</sup> at 6:30pm. It's the first meeting held since February 2019. There is a 9 unit on Park Pl.

**Personnel Committee:** Nothing to Report at this time.

**Residents Committee:** Commissioner Drisdale said that the hand rails on staircases were rusty. She stated that laundry rooms looked very nice. At Chestnut she walked around and noticed that recycling bins were full. Suggested that we add more bins.

**Buildings & Grounds:** No Report at this time.

PUBLIC COMMENT: No Report at this time.

OLD BUSINESS: No Report at this time.

NEW BUSINESS: No Report at this time.

CORRESPONDENCE: No Report at this time.

RESOLUTION: Commissioner Zimmerman moved for a Constant Agenda for Resolution 19-18-9-1 to 19-18-9-5:

19-18-9-1: Resolution Confirming Approval of the Payment of Invoices for the period of July 25, 2019 through August 28, 2019.

Commissioners White and Halverstadt moved and seconded approval of resolutions.

9-18-9-2: Resolution Requesting Approval of the Payment of Invoices for the period of August 29, 2019 through September 18, 2019.

Commissioners Kane and Halverstadt moved and seconded approval of resolutions.

19-18-9-3: Resolution Authorizing the Award of a Contract to EFA Rental Resources, LLC of Pompton Plains, NJ to Provide Technical Services related to the Annual Tenant Recertifications and Supervisory File Reviews.

Commissioners Halverstadt and White moved and seconded approval of resolutions.

19-18-9-4: Resolution Authorizing the Award of a Contract to Panoramic Window & Door Systems, Inc. of Stockton, NJ for the Replacement of Windows at the Glenwood Place Development in an Amount Not to Exceed \$385,950.00.

Commissioners Halverstadt and Galietti moved and seconded approval of resolutions.

19-18-9-5: Resolution Authorizing the Award of a Contract to Coppa Montalbano Architects of Totowa, NJ to Provide Professional Architectural & Engineering Services on an "As Needed, On Call Basis: with a Contract Limit Not to Exceed \$50,000.00.

Commissioners Pollock and Zimmerman moved and seconded approval of resolutions.

Commissioner Halverstadt seconded the Consent Agenda.

EXECUTIVE SESSION:

Upon roll call on the Consent Agenda, all members voted in the affirmative and the resolutions

Were approved unanimously.

There being no further business before the Board, Commissioners Zimmerman and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:39 pm.

**NEXT MEETING DATE**

**Wednesday October 23, 2019 at 7:00 pm  
Janet Whitman Room - Summit City Hall  
512 Springfield Avenue  
Summit, NJ 07901**

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