

MINUTES
SUMMIT HOUSING AUTHORITY
October 23, 2019

Chairperson Galietti called the meeting to order at 7:10pm in the Janet Whitman Room at the Summit City Hall located at 512 Springfield Avenue. The following Commissioners were present: Commissioners Pollock, Halverstadt, Galietti and White. Commissioners Zimmerman, Kane and Dresdale were absent. Also present were Executive Director Joseph M. Billy, Jr., Richard Larsen (Financial Auditor), Bill Katchen (Fee Accountant), Jackie Roundtree and Mayda Kuriawa, Office Administrators; JoAnn Sonmez Senior Housing Manager and Council Liaison Beth Little (Left at 8pm) . 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 JULY 24, 2019: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF SEPTEMBER 18, 2019: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

PRESENTATIONS: Mr. Richard Larsen, CPA presented the - FYE 12/31/2018 Financial Audit. He announced that completion of actual Pension numbers were delayed due to the State of NJ running a few months behind. There are 2 parts in the packet. First part is a report of the breakdown of financial statements, numbers & footnotes. Second report in the package is Independent Auditors Report. No findings or recommendations were found and the Housing Authority followed all applicable Regulations. The financial position of the Authority is very strong.

Mr. William Katchen, CPA presented the FY 2020 Budget. This budget projects a positive year end reserve of \$52,213. All line items were projected based on 2019 actuals to date and anticipated cost escalations or adjustments . Fee Accountant recommended approval of the budget.

REPORT OF THE CHAIRPERSON: Chairperson Galietti informed the Board that she suggests that discussion regarding goals, better communication etc. be done on a quarterly basis instead of annual as we have done in the past. She also welcomed Mayda Kuriawa to our team.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that there is a certification that everyone needs to sign stating that they were provided with a copy of the audit. This will be submitted to the DCA.
- Mr. Billy introduced our new staff member Mayda Kuriawa that has been with us for about 2-3 weeks now. She will be at the front desk handling phones, rent collection and all front desk duties. In the meantime, Jackie Roundtree has moved over to the second station and is currently training Mayda in her new position. Jackie is trying to do some online training which will be helpful in her new role. As a stop gap we bought in a Certification Specialist that have been working on some of our files. This way we won't fall behind too much. We also hired another Part-Time Janitor- his name is Jeffrey Latimore. He started on October 15, 2019. He primarily starts his day at Glenwood and patrols the grounds. He checks Community Room, Laundry Room then he moves over to Weaver and does the same thing. Lastly, he goes over to Chestnut and assists the gentleman over there as well. Both transitions have been working out very well.
- We conducted our Semi-Annual Bed Bug Sweep on October 8th & 10th. We found 5 units that needed to be treated. (2) Chestnut, (2) Glenwood and (1) Weaver. All have been treated already.
- A safety inspection was done by the Joint Insurance Fund. They walked around the sites to see if anything stands out to them from a safety point of view. They were very impressed with the conditions at Chestnut and Weaver.
- This is the beginning for a new annual cycle for CDBG grant applications. Applications are available now and due to the county by 12/6. This is grant year 46 which is from September 1st, 2020 to August 31, 2021. We ran a public advertisement and we have contacted other social service groups in town in case they want to apply.
- All 3 Resident meetings took place on Oct. 16th & 17th.

- At Chestnut we finally got an estimate from All County that we are reviewing now. Mr. Billy is going to have some conversations with the City engineers and our own engineering people. Right now, they are estimates of \$180K to remediate the sewer problem there. That doesn't include relocation costs. They estimated about 10-15 days to complete project. We are discussing other options at this time. In the meantime, we will continue to snake out the "A wing" every 2 weeks and "D wing" every week. This has been successful so far.
- On Weaver Street we discussed the undercarriages at Buildings A, B & C. We obtained a few more estimates for sandblasting, painting etc. However, we decided to have contractor install weather proof sealant over plywood on the steel girdles. This makes the whole compound area much more attractive and now that will seal up the whole girdle situation. This will be painted. In addition, this will also eliminate the bird nesting problem we had in the past because now we have a ceiling and no gaps for nesting.
- At Glenwood we are working on the Replacement of Staircases. The contractors have obtained the permit from the city. Tomorrow they will be starting at building 6 and they will start doing some of the grinding on the landings and walk ways. Part of this project was to replace the deteriorated concrete on the landings as you go up each staircase. The work should take about 4-7 days to complete each staircase. Residents have been notified of all the details already. For window installation project – the contractor signed the contract about a week ago. He went and measured about half of the units and will come back to measure the other half. We are planning on starting this in early 2020, depending on weather conditions.
- Mr. Billy stated that Jackie and Mayda organized (2) Halloween Parties for the children at Glenwood and Weaver. This will take place on Oct. 29th at Glenwood and Oct. 30th at Weaver. We ordered a bunch of decorations, supplies and crafts for the party.
- Mr. Billy informed the Board that he will be attending the NJ NAHRO Conference from Nov. 18th-21st that takes place in Atlantic City, NJ. He also extended an invitation to Commissioners. Also, Board meeting date for November was changed to Thursday the 21st.

Operations: Commissioner Halverstadt stated that the general accounts balance increased by \$106K. On Budget to Actual variance is slightly up and is reflective of our reports of payments we are making. Mortgage rate is at 3 % which is amortizing very well. Salaries reflect a negative variance due to the 3 payrolls in January and July. Housing Manager report shows vacancies (2) Glenwood, (1) Chestnut and (0) Weaver. We had (1) transfer from 2 bedroom to a 3 bedroom and (1) eviction for non- payment – both at Glenwood.

Affordable Housing: Commissioner White announced that on River Rd and Kent Pl there will be 50 units that will be built soon.

Personnel Committee: Nothing to Report at this time.

Residents Committee: Nothing to Report at this time

Buildings & Grounds: No Report at this time.

PUBLIC COMMENT: Leonard Prentice one of our residents from Chestnut wanted us to include the resident meetings they host every 2nd Saturday in the Community Room and add them to the YMCA calendar. Rosemary Grace also a Chestnut resident requested that we distribute a list to all residents of what can be recycled and what cannot. Davita Williams a resident from Weaver asked us to inspect a cracked sidewalk by mailboxes that she feels is unsafe.

OLD BUSINESS: None at this time.

NEW BUSINESS: None at this time.

CORRESPONDENCE: None at this time.

RESOLUTIONS: Commissioner Halverstadt moved for a Constant Agenda for Resolution 19-23-10-1 through 19-23-10-4.

19-23-10-1: Resolution Requesting Approval of the Payment of Invoices for the period of September 19, 2019 through October 23, 2019.

9-23-10-2: Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/2018.

19-23-10-3: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2020 through December 31, 2020. (DCA).

19-23-10-4: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2020 through December 31, 2020. (HUD).

Commissioner Pollock seconded the Consent Agenda.

Upon roll call all commissioners voted in the affirmative. The resolutions were approved.

Commissioners Pollock and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:35 pm.

NEXT MEETING DATE

**Thursday November 21, 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