

SUMMIT HOUSING AUTHORITY

512 SPRINGFIELD AVENUE

SUMMIT, NEW JERSEY 07901

O: (908) 273.6413 F: (908)273.3618

Memo to: Board of Commissioners

From: Joseph M. Billy, Jr., Executive Director



Date: December 11, 2015

Subject: **Board Meeting –DECEMBER 16, 2015 – 5:00 PM – Re-Organization Meeting**

Janet Whitman Room – Summit City Hall

Please be reminded that the Regular Meeting of the Board of Commissioners of The Housing Authority of the City of Summit will take place on **WEDNESDAY, DECEMBER 16, 2015 at 5:00pm in the Janet Whitman Room – Summit City Hall.**

If, for some reason, you are unable to attend, please let us know as soon as possible.

Enclosed please find:

- ❖ Agenda
- ❖ Minutes from the February 25, 2015; September 23, 2015; October 28, 2015 and November 18, 2015 meetings
- ❖ Treasurer's Report as of November 30, 2015
- ❖ Budget to Actual Statement as of November 30, 2015
- ❖ Housing Manager's Report as of December 16, 2015
- ❖ Resolutions
- ❖ Correspondence

Should you have any questions in this regard, please do not hesitate to contact me at any time.

Enclosure

Cc: William Connelly, Esq.

AGENDA
SUMMIT HOUSING AUTHORITY
DECEMBER 16, 2015 - REGULAR MEETING
Janet Whitman Room – Summit City Hall
5:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

As required by NJSA 10:4-6 et seq. known as the Open Public Meetings Act, 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 10, 2014 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.

ROLL CALL

SALUTE TO THE FLAG

APPROVAL OF MINUTES OF February 25, 2015; September 23, 2015; October 28, 2015, and November 18, 2015 meetings

PRESENTATION: Rental Assistance Demonstration Program

REPORT OF CHAIRPERSON

REPORT OF EXECUTIVE DIRECTOR

ANNUAL REORGANIZATION - ELECTION OF OFFICERS 2016

COMMITTEE REPORTS:

- OPERATIONS COMMITTEE: Jeff Halverstadt, Chair
- AFFORDABLE HOUSING COMMITTEE: Richard Poole, Chair
- PERSONNEL COMMITTEE: Mary Zimmermann, Chair
- RESIDENTS COMMITTEE: Dennis White, Chair
- BUILDINGS AND GROUNDS COMMITTEE: Steven Spurr, Chair

PUBLIC COMMENT

OLD BUSINESS

NEW BUSINESS

CORRESPONDENCE

RESOLUTIONS:

15-16-12-1: Resolution Requesting Approval of the Payment of Invoices for the period November 19, 2015 to December 16, 2015.

15-16-12-2: Resolution Adopting the Annual Budget for the Fiscal Year January 1, 2016 through December 31, 2016.

- 15-16-12-3: Resolution Authorizing the Award of a Contract to the Alamo Insurance Group, Inc. Of North Bergen, NJ to Provide Professional Services as a Risk Management Consultant for the One Year Period of January 1, 2016 through December 31, 2016.
- 15-16-12-4: Resolution Adopting the 2016 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.
- 15-16-12-5: Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.
- 15-16-12-6: Resolution Designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City of Summit.
- 15-16-12-7: Resolution Appointing Joseph M. Billy, Jr. as a Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2016.

COUNCIL LIAISON

ADJOURNMENT

NEXT MEETING DATE:

**Wednesday, January 27, 2016 at 7:00pm
Janet Whitman Room - Summit City Hall
512 Springfield Avenue, Summit, NJ 07901**

MINUTES
SUMMIT HOUSING AUTHORITY
February 25, 2015

Chairperson Pamela Kuhn called the meeting to order at 7:00 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Chairperson Pamela Kuhn, Commissioner Dennis White, Commissioner Jeffrey Halverstadt (via tele-communications) and Commissioner Mary Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator. Commissioners Richard Poole, Coalter Pollock and Steven Spurr were absent.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this 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 10, 2014, setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the City of Summit, forwarded to newspapers of local circulation and posted on the Authority's website.

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

THE MINUTES OF THE January 28, 2015 MEETING: Commissioners Zimmermann and White moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: None.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Much of the month of February has been spent preparing for the REAC inspection for Friday, February 27, 2015.
- We had a pre-inspection company come out at the end of January and they inspected all the units with anticipated REAC findings.
- The staff has been going through all the units on all sites and all work orders related to the REAC pre-inspection will be completed by 2/26/15.
- The board meeting packet contains resolutions for the landscaping contract and the stair replacement project for Weaver Street to be awarded. The Capital Fund allocation for 2015 including the Annual Statement which allocates the funding to operations.
- There is an RFP out for A&E contract services because the existing contract is close to its maximum.
- Today at 2:15 pm, I made a presentation to the CDBG committee in Cranford, NJ for the application that was submitted to get some partial funding for the staircases at Weaver Street. We had asked for \$37,000 for this project from the county.

*Commissioner Mary Zimmermann asked if Mr. Billy knew what the competition was as far as receiving money from the Committee to which Mr. Billy replied no. Mr. Billy is given a list of applicants for the Housing sub-committee because he serves on that committee but the other applicants he doesn't know.

*Commissioner Mary Zimmermann if the staircases at Weaver Street were going to be replaced. Mr. Billy replied that the staircases at Weaver Street will be replaced whether or not receive money from CDBG and rehabilitation funds from the City of Summit. The contract for the staircase replacement will be awarded this evening.

*Chairperson Pamela Kuhn asked if there was any new news in regards to RAD. Mr. Billy replied that there has been nothing new since the letter that was received in January.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt mentioned that he was having technical difficulties opening his board packet to which Mr. Billy said he could provide some of the high points. The treasurer's report showed that the CD that is held at Union County Savings was rolled over for another 6 months. The Budget to actual for January is pretty minimal because most of the expenses paid in January were related to December of 2014 and Mr. Billy has asked the accountant Bill Katchen to prepare a revised Budget to Actual for the month of December. The Housing Manager's report shows that all three sites are currently fully occupied.

*Commissioner Dennis White asked when do tenants get recertified. Mr. Billy replied that it is done annually based on their original lease date. At the time of recertification the tenant provide income information such as their tax return and paystubs. Mr. Billy also mentioned that HUD has just issued a proposed rule where recertification's for Senior residents will be done every two years.

*Chairperson Pamela Kuhn noted that there were two large bills on the monthly bills list. One of which was for Ramtown Floors for the new tile floor on the first floor at 12 Chestnut. The second was for Summit Hardware due to a new power lift for the snow plow on one of the maintenance trucks and the purchase of 3 pallets of calcium due to the harsh winter.

Affordable Housing: The Summit Housing Authority has sent something in regards to the rental rehabilitation funding to the City of Summit because they wanted to have the units noted as substandard so our engineer stated that those two components are substandard. Beth Kinney mentioned to Mr. Billy that she would have Gary Lewis go and do a thorough inspection himself and if he can determine that those components are substandard then maybe they will be able to move along. The components being mentioned are the windows and the staircase. There is no further movement on 31 Russell Place.

Personnel: Commissioners Zimmermann and Spurr will be meeting shortly to discuss annual review of the E.D. and salary adjustments.

Residents Committee: Mr. Billy gave Commissioner Dennis White the YMCA calendar of events for 12 Chestnut Ave.

*Commissioner Dennis White mentioned that he would like to talk to other Commissioners who have served on the Residents Committees and see what has been done in the past. Mr. Billy mentioned that it is mainly social. Dennis White asked if there was a Residents Association at Glenwood Place and Weaver Street and Mr. Billy replied that there is really no residents association that is functioning. There is no elected body or organization as far as a tenants or residents association.

Buildings & Grounds: The sidewalks are clean right now from all of the snow. Commissioner Zimmermann noted that the garbage area looks much better and neater now at Glenwood Place.

*Chairperson Kuhn asked if we can lose points on REAC for the staircases at Weaver Street. Mr. Billy replied that he doesn't know exactly. It is based on the judgement of the inspector.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: Mr. Billy handed out information about the Rental Rehabilitation program.

RESOLUTIONS:

Commissioner White moved for a Consent Agenda for:

- 15-25-2-1: Resolution Requesting Approval of the Payment of Invoices for the period January 29, 2015 to February 25, 2015
- 15-25-2-2: Resolution Authorizing the Award of a Contract to MAVA Landscape, Inc. of Summit, NJ to Perform the 2015 Landscape & Grounds Maintenance at all Authority Sites in an Amount Not to Exceed \$14,790.00
- 15-25-2-3: Resolution Authorizing the Award of a Contract to Priore Construction Services, LLC of Little Falls, NJ for the Stair Replacement at Building D of 2 Weaver Street in an Amount Not to Exceed \$132,342.00.
- 15-25-2-4: Resolution Adopting the 2015 Capital Fund Grant Program Annual Statement
- 15-25-2-5: Resolution Approving Official Travel to and from Atlantic City, NJ by the Executive Director and One Staff Person to Attend the N.J.N.A.H.R.O 2015 Annual Conference and Trade Show on April 21-24, 2015

Commissioner Halverstadt seconded the Consent Agenda.

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

COMMON COUNCIL LIAISON: None.

There being no further business before the Board, Commissioners Zimmermann and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:35 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, March 25, 2015

Vito A. Gallo Building – Community Room

SUMMIT, NJ 07901 - 7:00 PM

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

MINUTES
SUMMIT HOUSING AUTHORITY
September 23, 2015

Chairperson Kuhn called the meeting to order at 7:03 pm in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present: Commissioners Zimmermann, Spurr, Halverstadt and Pollock (7:09pm). Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners Poole and White were absent.

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 10, 2014, setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, forwarded to newspapers of local circulation and posted on the Authority's website.

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

THE MINUTES OF THE February 25, 2015 and July 22, 2015 MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended those meetings being present tonight.

CHAIRPERSON'S REPORT: No Report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- We are reviewing the RAD PCA report completed by our engineers. We want to work the figures in line with anticipated financing capacity.
- The FYE 12/31/2014 audit is completed and a resolution to accept it is on the agenda tonight. He gave an overview of the audit synopsis.
- We received another OPRA request. This one pertaining to Commissioners training.
- A Survey was conducted at Chestnut regarding doing tub cuts on the bathtubs to improve the accessibility of our residents. 29 residents responded favorably, 11 not in favor and 85 did not respond. This project will be considered under future capital funding's.
- At Weaver Street, the deck replacement approved under the change order is being fabricated, and , we held a preconstruction meeting on 9/9/15 for the window replacement project. The lead time for manufacturing is 14-16 weeks. The contractor will install a prototype in the community room for all the residents to see.

Chairperson Kuhn inquired of the status with PERS and Social Security. Mr Billy advised that no further progress has been made but we continue to persevere.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt noted the positive variances in the current budget to actual. The Housing Manager's report shows full occupancy at Chestnut & Glenwood, and one vacancy at Weaver. He stated that a nice job was done on the fiscal year audit and elaborated on some of the details. Commissioner Spurr questioned the increased liability in the compensated balances for leave time. Mr. Billy explained the bookkeeping process which resulted in the increase.

Affordable Housing: Mr Billy updated the board in the absence of Commissioner Poole. Our first request for reimbursement under the Rental Rehab Program was sent to the city in the amount of \$84,553.20 for the staircases at Weaver. No motion on Russell Place. Escavating being done on the market units on Franklin Place. A new development is being proposed at 785 Springfield Avenue, corner of Passaic. 9 units in 2 separate building. 2 will need to be affordable. A Zoning Board hearing is set for 9/21/2015.

Personnel: No Report.

Residents: No Report.

Buildings & Grounds: Commissioners Spurr and Zimmermann noted they conducted a tour of our facilities with Commissioner Poole and saw first hand the SHA operations and took many pictures. They were very pleased with the well maintained conditions of properties.

PUBLIC COMMENT: Mr Billy welcomed the Boy Scouts.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioners Zimmermann moved for a Consent Agenda for:

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- 15-23-9-1: Resolution Confirming Approval of the Payment of Invoices for the period of July 23, 2015 to August 26, 2015.
 - 15-23-9-2: Resolution Confirming Approval of Change Order #1 to the contract awarded to Priore Construction Services, LLC of Little Falls, NJ for the Stair Replacement Project at Building D of 2 Weaver Street in an amount not to exceed \$19,560.00.

- 15-23-9-3: Resolution Requesting Approval of the Payment of Invoices for the period of August 27, 2015 to September 23, 2015.
- 15-23-9-4: Resolution Certifying Review of the IPA Audit for the Fiscal Year Ending 12/31/2014.

Commissioner Pollock seconded the Consent Agenda.

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

COMMON COUNCIL LIAISON: No Report.

There being no further business before the Board, Commissioner Spurr and Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:05 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, October 28, 2015

Janet Whitman Room – Summit City Hall

Summit, NJ 07901 - 7:00 PM

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

MINUTES
SUMMIT HOUSING AUTHORITY
October 28, 2015

Vice Chair Spurr called the meeting to order at 7:14 pm in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present: Commissioners Zimmermann, Spurr, Pollock (via tele-communications) and Poole . Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners White, Chairperson Kuhn and Commissioner Halverstadt were absent.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this 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 10, 2014, setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, forwarded to newspapers of local circulation and posted on the Authority's website.

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

THE MINUTES OF THE February 25, 2015, July 22, 2015 and September 23, 2015

MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended those meetings being present tonight.

PRESENTATION: Fee Accountant William Katchen- Introduced the FY 2016 Budget. He entertained questions from the Board members.

CHAIRPERSON'S REPORT: No Report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr Billy stated that we just conducted our Semi-Annual Bed Bug Inspection on Oct 8, 2015. Only 1 unit located at Glenwood needed to be treated and everything was finalized by October 21, 2015.
- Mr Billy stated that a new cycle has started for CBDG for 2016 & 2017. We invited all social service agencies that usually apply to submit applications by November 3, 2015. A Public Hearing will take place on November 4, 2015. Once approved by the Common Council and signed by the Mayor then we can submit them to the county for consideration. Submission. deadline is December 4, 2015.
- Mr Billy stated that there was a Flu Shot Clinic that took place at Chestnut on October 23, 2015.
- The YMCA is sponsoring the Halloween Bingo on October 30, 2015 at Chestnut.
- Mr Billy informed Commissioners that everything is progressing with staircases at Weaver. Concrete is being done at this time. Windows at Weaver are being manufactured and we are still waiting for them. Everything at Glenwood is in place.

- RAD-PCA- We are continuing our review. Had a good team meeting on 10/6/15. Monthly HUD update conference calls continue.
- Mr Billy notified the Board that he will be serving on State Grand Jury in Trenton for the next 20 weeks. First session begins on November 12, 2015.

COMMITTEE REPORTS:

Operations: Mr. Billy discussed that a CD we have was due on October 10, 2015 and has gained \$5,700 in interest. It renewed itself for another year at 1.35% rate –which is very favorable. As far as occupancy in all properties: 1 vacancy at Glenwood , none at Weaver and we had 1 at Chestnut which has been rented as of November 1,2015.

Affordable Housing: Commissioner Poole stated there is no word on property at Franklin Pl. He inquired about obtaining HVC. Mr Billy explained that we cannot at this time due to the fact we have no voucher program.

Personnel: No Report.

Residents: Commissiner Poole asked when do we need to do flat rent reviews? Mr Billy responded – not at this time. We can review them when HUD issues updated Fair Market Rents.

Buildings & Grounds: Commissioner Spurr inquired about preparations for the winter months. Mr Billy notified him that we will be having a staff meeting soon to discuss this. We will discuss rock salt supply, equipment status etc. Mr Billy advised him him that we are sending a memo to family sites in order to add and extend our list of day workers.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioners Zimmermann moved for a Consent Agenda for:

- 15-28-10-1: Resolution Requesting Approval of the Payment of Invoices for the period of September 24, 2015 to October 28, 2015.
- 15-28-10-2: Resolution Approving the Annual Budget for the Fiscal Year Januray 1, 2016 to December 31, 2016 (DCA)
- 15-28-10-3: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2016 to December 31, 2016 (HUD)

Commissioner Poole seconded the Consent Agenda.

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

COMMON COUNCIL LIAISON: No Report.

There being no further business before the Board, Commissioner Poole and Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:55 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, November 18, 2015

Janet Whitman Room – Summit City Hall

Summit, NJ 07901 - 7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director

MINUTES
SUMMIT HOUSING AUTHORITY
November 18, 2015

Chairperson Kuhn called the meeting to order at 7:03 pm in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present: Commissioners Zimmermann, Poole, White and Chairperson Kuhn . Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners Pollack, Spurr and Halverstadt were absent.

Mr. Billy read the Open Public Meetings Act Notice, “Adequate notice of this 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 10, 2014, setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, forwarded to newspapers of local circulation and posted on the Authority’s website.

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

THE MINUTES OF THE February 25, 2015, September 23, 2015 and October 28, 2015

MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended those meetings being present tonight.

THE MINUTES OF THE July 22, 2015 MEETING: Commissioner Poole and Commissioner Zimmerman moved and seconded approval of the minutes. The roll call was unanimous in the affirmative and the minutes were approved.

CHAIRPERSON’S REPORT: No Report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy stated we had a meeting with our RAD consultant, financial person and engineer and settled on PCA report of \$3.4 million. We need to get financing plan to HUD by January 18,2016. We are going to have project based vouchers . At our meeting on December 9,2015- There will be a RAD presentation at 5pm located in the Janet Whitman Room.
- Mr. Billy updated Commissioners on CDBG –The City received 5 applications and the standard players were involved. We put in application for 30 shower conversions at Chestnut . Bath fitters came to look at facility and it will cost approximately \$3k for each conversion. So, we submitted a \$49k grant application and it is due on December 4,2015.We won’t find out results until May 2016.
- Mr. Billy pointed out that on the bill list there is a payment for NJ Foundation for Open Government for OPRA . Enclosed is a letter from William Connelly that states Housing

Authority was not in violation. However, Judge Healey ruled that Housing Authority should compensate opposing party for legal fees which total up to \$4,895.

- JIF issued its dividend in the amount of \$5,086 for 2016.
- Mr. Billy informed Commissioners that we will be holding a Holiday Door Decorating Contest at Chestnut, Weaver and Glenwood. Also, our Senior Holiday Luncheon will be taking place on Wednesday December 16, 2015.
- Mr. Billy stated that at Weaver St the concrete work has been finalized. At this time, the final painting & glazing of the flooring and railings are taking place. We just signed a voucher in the amount of \$85K from rental rehabilitation program from the City. Also, the \$37k from County will be submitted. Last month they came and inspected property and were very satisfied with outcome. Window replacements are still in process and being manufactured.

COMMITTEE REPORTS:

Operations: Mr. Billy presented the Treasurers Report and Budget to Actual Report . On Housing Managers Report all units are full. The maintenance staff has improved tremendously with our turnover ratio. They are currently taking 18 days to turn over an apartment. Mr. Billy explained the utility bill problem we have been having but are currently working with company to getting this resolved.

Affordable Housing: Commissioner Poole stated the market units at Franklin Pl are coming along. No progress on building at Russell Place . The property on corner of Passaic and Springfield Ave the developer has applied to do 9 units. Two that will be Affordable Housing. Mr. Billy stated that the Italian American Club are currently behind on property taxes and may be selling to Habitat for Humanity. Commissioner White asked to be kept in the loop as to progress and offered to help with anything that may help moving things along.

Personnel: No Report.

Residents: No Report.

Buildings & Grounds. Mr. Billy informed Commissioners that during last board meeting we discussed preparations for winter months. Mr. Billy stated that we will have to buy a new plow and salt spreader for one of our trucks. We were having a significant amount of problems with the one we were using last year. Also, we just purchased 4 pallets of calcium/salt which is in our Weaver Street garage.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Billy announced that he has been nominated for President of NJNAHRO for a 2 year term.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioners Zimmermann moved for a Consent Agenda for:

- 15-18-11-1: Resolution Requesting Approval of the Payment of Invoices for the period of October 29, 2015 to November 18, 2015.
- 15-18-11-2: Resolution Authorizing the Award of a Contract to William Katchen, CPA of Cliffside Park, NJ to Provide Fee Accountant Services for the One Year Period of January 1, 2016 through December 31, 2016 in an Amount Not to Exceed \$26,400.00
- 15-18-11-3: Resolution Authorizing the Award of a Contract to the Law Offices of William R. Connelly, LLC of Mendham, NJ to Provide General Legal Services for the One Year Period of January 1, 2016 through December 31, 2016 in an Amount Not to Exceed \$15,840.00.

Chairperson White seconded the Consent Agenda.

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

COMMON COUNCIL LIAISON: No Report.

There being no further business before the Board, Commissioner Poole and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:46 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, December 16, 2015.

Janet Whitman Room-Summit City Hall

512 Springfield Ave., Summit, NJ 07901 - 5:00 pm


Respectfully submitted,

Joseph M. Billy, Jr., Executive Director

Summit Housing Authority - Treasurers Report
as of NOVEMBER 30,2015

GENERAL ACCOUNTS	ACCT.#	OPEN BALANCE	DEPOSITS	WITHDRAWLS	INTEREST	BALANCE
PNC Bank - Checking	80-3659-4118	\$693,339.28	\$276,662.86	\$99,701.46		\$870,300.68
INVESTMENTS						
Union County Savings Bank	12-10408856	\$340,459.28				\$340,459.28
7/21/15 - 1/17/16 @ 1.08%						
Union County Savings Bank	18-10511561	\$448,853.13				\$448,853.13
10/10/15 - 10/10/16 @ 1.35%						
TOTAL INVESTMENTS						\$789,312.41
GRAND TOTAL						\$1,659,613.09
Prepared by Authority Staff						

I certify the above to be in accordance with bank statements received


Joseph M. Billy, Jr.
Executive Director

12/8/15
Date

HOUSING AUTHORITY OF SUMMIT
SCHEDULE OF BUDGET TO ACTUAL
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2015

	BUDGET FYE 12/31/2015	BUDGET MO. ENDING 11/30/2015	ACTUAL MO. ENDING 11/30/2015	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET YTD 11/30/2015	ACTUAL YTD 11/30/2015	VARIANCE FAVORABLE (UNFAVORABLE)	% VARIANCE BUDGET TO ACTUAL	reference #
REVENUE:									
RENTAL INCOME	979,200	81,600	84,499	2,899	897,600	933,444	35,844	4%	
EXCESS UTILITIES	4,800	400	324	(76)	4,400	3,365	(1,035)	-24%	
INTEREST INCOME	9,000	750	30	(720)	8,250	291	(7,959)	-96%	1
OTHER INCOME	126,920	10,577	12,240	1,663	116,343	94,431	(21,912)	-19%	2
HUD OPERATING SUBSIDY	296,119	24,677	55,259	30,582	271,442	277,070	5,628	2%	
HUD CFP-OPERATIONS	225,000	18,750	119,923	101,173	206,250	237,785	31,535	15%	
TOTAL REVENUE	1,641,039	136,754	272,275	135,522	1,504,287	1,546,386	42,100	3%	
EXPENDITURES:									
ADMINISTRATION									
SALARIES	320,230	26,686	26,686	(0)	293,544	281,869	11,675	4%	3
LEGAL	20,000	1,687	5,063	(3,396)	18,333	21,341	(3,008)	-16%	
STAFF TRAINING	6,000	500	254	246	5,500	3,526	1,974	36%	
TRAVEL	6,000	500	-	500	5,500	-	5,500	100%	
ACCOUNTING FEES	27,500	2,292	2,200	92	25,208	22,000	3,208	13%	
AUDITING FEES	8,300	692	-	692	8,300	8,280	20	0%	
SUNDRY	66,010	5,501	2,473	3,028	60,509	38,042	22,467	37%	
TOTAL ADMINISTRATION	454,040	37,837	36,676	1,161	416,895	375,058	41,837	10%	
TENANT SERVICES:									
RECREATION AND OTHER SERVICES	3,900	325	-	325	3,575	264	3,311	93%	
TOTAL TENANT SERVICES	3,900	325	-	325	3,575	264	3,311		
UTILITIES									
WATER	55,500	4,625	4,639	(14)	50,875	43,979	6,896	14%	
ELECTRICITY	190,400	15,867	9,976	5,891	174,533	114,703	59,830	34%	4
GAS	67,286	5,607	-	5,607	61,679	32,929	28,750	47%	
LABOR	9,700	808	809	(1)	8,892	8,892	-	0%	3
OTHER	40,170	3,348	-	3,348	43,518	40,755	2,763	6%	
TOTAL UTILITIES	363,056	30,255	15,424	14,831	339,496	241,258	98,239	29%	
ORDINARY MAINTENANCE:									
LABOR	107,220	8,935	8,935	-	98,285	105,554	(7,269)	-7%	3
MATERIALS	62,000	5,167	3,573	1,594	56,833	47,021	9,812	17%	
CONTRACT COSTS	97,480	8,123	11,734	(3,611)	89,357	87,380	1,977	2%	
TOTAL ORDINARY MAINTENANCE	266,700	22,225	24,242	(2,017)	244,475	239,955	4,520	2%	
GENERAL EXPENSES:									
INSURANCE	93,000	7,750	7,750	-	85,250	85,250	-	0%	5
PILOT	62,090	5,174	6,940	(1,766)	56,916	69,655	(12,739)	-22%	6
EMPLOYEE BENEFITS	167,010	13,918	13,918	(1)	153,093	147,312	5,781	4%	7
COLLECTION LOSSES	2,000	167	-	167	1,833	-	1,833	100%	
TOTAL GENERAL EXPENSES	324,100	27,008	28,608	(1,600)	297,092	302,217	(5,125)	-2%	
NONROUTINE EXPENSES:									
EXTRAORDINARY MAINTENANCE	200,000	16,667	11,523	5,144	183,333	139,335	43,998	24%	8
PROPERTY BETTERMENT AND ADDITI	-	-	-	-	-	-	-		
REPLACEMENT OF EQUIPMENT	25,000	2,083	7,058	(4,975)	22,917	7,058	15,859		
TOTAL NONROUTINE	225,000	18,750	18,581	169	206,250	146,393	59,857	29%	
TOTAL OPERATING EXPENDITURES	1,636,796	136,400	123,531	12,869	1,507,783	1,305,145	202,638	13%	
EXCESS OF REVENUE OVER (EXPENDITURES)	4,243	355	148,743	148,390	(3,496)	241,241	244,738		

HOUSING AUTHORITY OF SUMMIT
SCHEDULE OF BUDGET TO ACTUAL
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2015
NOTES TO FINANCIAL STATEMENT

- 1.) Interest income under budget until maturity of investments.
- 2.) Other Income under budget due to reversal of prior year a\receivable
- 3.) Administrative and maintenance salaries actual through 9/2015 and budget for 10/2015-11/2015.
- 4.) Electricity under budget after reversal of prior year accrual
- 5.) Insurance costs per amortization of budgeted amount through 11/2015.
- 6.) PILOT over budget due to only rental income, excess utility income and lower utility costs after accrual reversals for prior year.
- 7.) Employee benefits represents actual paid expense thru 9/2015, budget for 10/2015-11\2015
- 8.) Capital improvements, A\E fees, other extraordinary maintenance to date.

**SUMMIT HOUSING AUTHORITY
HOUSING MANAGER'S REPORT
As of December 16, 2015**

	<u>Units Leased</u>	<u>Rents</u>	<u>Move Out's</u>	<u>Move In's</u>	<u>Recerts</u>
<u>Glenwood Place : 39 Rental Units + 1 Maintenance Unit</u>					
January	39	\$23,475	0	0	3
February	39	\$23,188	0	0	5
March	39	\$23,158	0	0	3
April	39	\$23,504	0	0	3
May	39	\$23,727	0	0	1
June	39	\$23,642	0	0	1
July	39	\$23,595	0	0	6
August	39	\$23,851	0	0	5
September	39	\$23,688	0	0	0
October	38	\$24,227	1	0	4
November	39	\$24,566	0	1	5
December	39	\$24,312	0	0	3
<u>Weaver Street : 29 Rental Units + 1 Maintenance Unit</u>					
January	29	\$15,243	0	0	3
February	29	\$15,564	0	0	2
March	29	\$15,662	0	0	2
April	29	\$15,689	0	0	3
May	29	\$15,856	0	0	3
June	29	\$15,686	0	0	1
July	29	\$15,726	0	0	2
August	29	\$15,775	0	0	3
September	28	\$15,216	2	1	2
October	29	\$16,425	0	1	2
November	29	\$15,993	0	0	2
December	29	\$16,011	0	0	4
<u>12 Chestnut Seniors : 125 Rental Units</u>					
January	125	\$45,060	1	1	6
February	125	\$44,490	2	2	6
March	125	\$45,444	0	0	14
April	124	\$45,692	1	0	6
May	125	\$46,010	0	1	13
June	125	\$46,374	0	0	10
July	125	\$45,882	1	1	16
August	125	\$46,064	1	1	8
September	125	\$46,432	0	0	13
October	124	\$45,513	1	0	13
November	125	\$46,544	0	1	3
December	125	\$46,320	0	0	17