

MINUTES
SUMMIT HOUSING AUTHORITY
March 29, 2017

Chairman Spurr called the meeting to order at 7:04 pm in the Vito Gallo Building- Community Room at 12 Chestnut Ave. The following Commissioners were present: Commissioners White, Zimmerman, Halverstadt and Chairman Spurr. Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator and our new Commissioner Nancy Galietti. Commissioner Pollock was 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 20, 2016, 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.

OATH OF OFFICE FOR NEW COMMISSIONER: Mr. Billy swore in our new Commissioner, Nancy Galietti.

THE MINUTES OF OCTOBER 26, 2016: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF FEBRUARY 22, 2017: Commissioners Halverstadt and Zimmerman moved and seconded approval of the minutes. Commissioners Halverstadt, White, Zimmerman & Spurr voted in the affirmative. Commissioner Galietti abstained. The minutes were approved.

CHAIRMAN'S REPORT: Chairman Spurr personally welcomed our new Commissioner. He stated that she has been a Summit resident for over 30 yrs. She has been a Technology Executive and has managerial experience with budgeting. Chairman Spurr mentioned that it is time for personnel review and that they will need to allocate some time to sit down with Mr. Billy to discuss his review. He stated that we will probably have a closed session for this at the next meeting. Commissioner Zimmerman inquired about the 2% increase for staff compensation and he stated it will be voted on tonight. Chairman Spurr wanted to recognize the significant amount of recertifications done this month.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed Commissioners that he just returned yesterday from Washington for the Legislative Conference for NAHRO. He attended 3 meetings on the Hill with two Congressmen and Senator Menendez. They expressed hopefulness in retaining some funding despite the President's proposed budget.
- Mr. Billy advised the Commissioners in regards to RAD, we were able to get HUD to extend the Commitment to May 15, 2017. This extension compliments the bank Commitment. We have come up with a Shared Services Agreement with Madison Housing Authority. There will be a set monthly fee paid to the contract administrator for each unit per month. We anticipate that Madison will be getting an estimated amount of \$170,000 in administrative fees. Madison through the Shared Services Agreement hires the staff in Summit, since we are the property owners- HUD will not allow us to administer our own vouchers. We will then bill back to Madison our costs. It should come out to a 75/25 split. We get 75% of the administration fees and Madison will keep 25%.
- He mentioned the Landscaping Contract and Bath Tub Conversions. The bids have been announced. We had a pre-bid meeting on Monday March 27, 2017 with about 5 contractors that picked up bid documents for the Bath Tub Conversions. They did a tour of 2 vacant units we had available. Bids are due April 6, 2017. We did a survey with residents to find out who is interested. We have over 30 interested tenants. At this time, we will do 30 units and next round we will do the rest. Installation should only disrupt tenants for a couple of days, however, they will still have functioning sink and toilet during conversion. It should only be 1 day without a shower.
- Mr. Billy stated that we are in the process of converting over the payroll. We've had a couple of quotes from payroll providers. We have reached out to some of the benefit people that our staff is accustomed to, such as Aflac, Mass Mutual etc. We are trying to set up with them so we can flip over into new payroll system.

Operations: Commissioner Halverstadt stated that we continue to maintain about \$1.1 million in deposits plus small account we opened with Lakeland Bank. As far as our investments, we continue to enjoy really good rates from Union County Savings. Our expenses on Budget to Actual were positive except for PILOT expenses. The Housing Manager's Report shows Glenwood is full and Weaver & Chestnut shows 2 move outs. Mr. Billy explained to the Board that the vacancy at Weaver was related to a legal action we had to take. Tenant was removed due to One Strike issue. This unit is under repair right now. Commissioner Spurr questioned some items on Bill List. We had a balance from January for bed bug exterminator and we also had an expense to renew our support contract with Peachtree (Sage) our accounting software.

Affordable Housing: Commissioner White informed the Board Members that not many changes have taken place. The City approved awarding \$1.2 million Trust Fund money to the Habitat Project. Mr. Billy stated that there was an issue at Franklin Pl. The property developer wanted to take the two family across the street and put it into the condo association that is part of the 12 units there. Mr. Billy met with the Architect about 31 Russell Pl. There are 2 units off site that they are going to be donated to the Housing Authority. Mr. Billy and JoAnn took a tour of the previously leased Affordable Housing Units and out of 5 units with no C.O, 2 of them were ok. Three names were not familiar to us, so we are going to notify the City Dept. of Community Development for follow up.

Personnel: No report at this time.

Residents Committee: No report at this time.

Buildings & Grounds: Chairman Spurr reported that MAVA Landscaping is up for renewal and is very pleased with them. He mentioned that our grounds are looking very nice and Commissioner Zimmerman agreed. He mentioned that he would like to see us establish a plan for upgrading our camera system.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: None

RESOLUTIONS: Commissioner White moved for a Consent Agenda for Resolutions 17-29-3-1 Through 17-29-3-4:

- 17-29-3-1: Resolution Requesting Approval of the Payment of Invoices for the period February 23, 2017 through March 29, 2017.
- 17-29-3-2: Resolution Authorizing the Award of a Contract to MAVA Landscaping Inc of Summit, NJ to Perform the 2017 Landscape & Grounds Maintenance at All Authority Sites in an Amount Not To Exceed \$14,880.00.

- 17-29-3-3: Resolution of the Housing Authority of the City of Summit Approving the Terms of a Shared Services Agreement for Contract Administration with the Housing Authority of the Borough of Madison.
- 17-29-3-4: Resolution Authorizing a Salary Increase of 2.0% For All Eligible Summit Housing Authorizing Employees for Fiscal Year 2017 Retroactive to January 1, 2017.

Commissioner Zimmerman seconded the Consent Agenda.

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

COUNCIL LIAISON: No report at this time.

There being no further business before the Board, Commissioners Halverstadt and Zimmerman moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:03 p.m.

NEXT MEETING DATE

WEDNESDAY April 26, 2017 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