

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**December 16, 2015**

Chairperson Kuhn called the meeting to order at 5:02 pm in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present: Commissioners Zimmermann, Poole, White, Spurr, Halverstadt and Chairperson Kuhn. Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioner Pollack was 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 Ammended Notice dated December 3, 2015, 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 MEETING: Commissioners Halverstadt and Zimmerman moved and seconded approval of the minutes. The roll call was: Commissioners Halverstadt, White, Zimmerman and Kuhn voted in the affirmative. Commissioners Poole and Spurr abstained. The minutes were approved.

THE MINUTES OF THE September 23, 2015 MEETING: Commissioners Halverstadt and Zimmerman moved and seconded approval of the minutes. The roll call was: Commissioners Halverstadt, Spurr, Zimmerman and Kuhn voted in the affirmative. Commissioners White and Poole abstained. The minutes were approved.

THE MINUTES OF THE October 28, 2015 MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended this meeting being present tonight.

THE MINUTES OF THE November 18, 2015 MEETING: Commissioners Poole and Zimmerman moved and seconded approval of the minutes. The roll call: Commissioners Poole, White, Zimmerman and Kuhn voted in the affirmative. Commissioners Halverstadt and Spurr abstained. The minutes were approved.

PRESENTATION: Our RAD Professional Team: Danny Marinello and Lisa Patroski from NW Financial, Bill Katchen our Fee Accountant and Lou Riccio our Technical Consultant gave a presentation regarding the SHA's participation in the RAD Program. Financial and Technical details were provided. A detailed discussion took place with the consultants answering questions from the Board members.

CHAIRPERSON'S REPORT: Chairperson Kuhn stated she attended Holiday Luncheon at Chestnut Ave and everyone had a wonderful time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy stated that 2016 budget was approved by the state with no changes or alterations. A resolution to Adopt, it is on the Agenda tonight.
- Our locations at Weaver and Glenwood were added to our calendar for 2016.
- Mr. Billy stated that staircase replacement at Weaver has finally been completed. Also, Summit Housing Authority received a check for \$84K from The City's Rental Rehab fund. Regarding the window replacements at Weaver- the prototypes have been installed in Community Room and came out nice. Windows are under manufacturing. Chairperson Kuhn asked if there was an estimated time on installation for manufactured windows. Mr. Billy informed her that we are expecting 14-16 weeks depending on weather conditions.

#### ANNUAL REORGANIZATION – ELECTION OF OFFICERS 2016

Mr. Billy assumed the Chair of the meeting and defined the election process in accordance with the bylaws. A general discussion took place.

OFFICE OF CHAIR: Commissioner White nominated Vice Chair Steven Spurr. Seconded by Commissioner Zimmerman. There being no other nominations, Commissioner Halverstadt moved to close the nominations, seconded by Commissioner Zimmerman. All commissioners voted in the affirmative to close nominations.

Upon roll call, all commissioners voted in the affirmative to elect Vice Chair Steven Spurr as Chair for the 2016 session.

OFFICE OF VICE-CHAIR: A general discussion took place and the election of VICE-CHAIR was tabled to the next regularly scheduled meeting in January.

#### COMMITTEE REPORTS:

**Operations:** Commissioner Halverstadt informed Commissioners that balances increased by \$60K as of November 30, 2015. Our investments have really good rates. According to Budget to Actual Summit Housing Authority is doing a great job managing budget. The Housing Managers Report shows all units are full.

**Affordable Housing:** Commissioner Poole stated that there are no changes from last month's meeting to report. The Italian/American Club may be having a tenant move in upstairs. Also the property on Springfield Avenue diagonally across the street from Kings Market will be in front of the Zoning Board –however no meeting has been set up yet.

**Personnel:** No Report.

**Residents:** No Report.



**Buildings & Grounds.** Commissioner Spurr mentioned that stairs at Weaver look great and the grounds do as well.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 15-16-12-1: Resolution Requesting Approval of the Payment of Invoices for the period of 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: Resolutions 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.

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: No Report.

There being no further business before the Board, Commissioners Poole and Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 6:12 p.m.

**UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES**

**Next Meeting**

WEDNESDAY, January 27, 2015. At 7:00pm

Janet Whitman Room-Summit City Hall

512 Springfield Ave., Summit, NJ 07901

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director