

MINUTES
SUMMIT HOUSING AUTHORITY
June 24, 2015

Vice-Chairperson Steven Spurr called the meeting to order at 7:01 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present: Commissioner Poole, Commissioner Halverstadt, Commissioner Spurr, Commissioner White and Commissioner Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator. Chairperson Kuhn and Commissioner Pollock 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 MEETING: The minutes were tabled due to a lack of a quorum of commissioners who attended that meeting being present tonight.

THE MINUTES OF THE May 27, 2015 MEETING: Commissioner Poole and Commissioner Zimmermann 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:

- The revised RAD regulations were released on June 15, 2015. HUD will be reaching out to the SHA for a RAD kick-off telephone conference.
- Mr. Connelly is working on an Order to Show Cause filed by the New Jersey Foundation for Open Government relating to an OPRA request for minutes from our Executive Sessions.
- The Chestnut Senior Summer BBQ will be held Thursday, August 13th beginning at 12pm. All are invited.
- The Weaver Street Stair Replacement began on June 1st and the contractor has installed most of the first set of stairs and will be demolishing the second set staircase next. The Housing Authority is very pleased with their quality of work and how clean they have maintained the area. We can anticipate a change order due to discovering some deteriorated steel decking during the course of sandblasting the existing paint.

- The Weaver Street Window Replacement project pre-bid meeting will be held June 25, 2015 and bids will be due by July 13, 2015.
- The Summit Common Council has approved providing Rental Rehab funds of \$300,000 to the SHA for our two capital improvement projects at Weaver Street. We are now awaiting approval by the Court Master before those funds can be dispersed.
- Mr. Billy informed the Board that he would be away on vacation the week of July 6th through July 10th.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt began by noting that the Treasurer's Report showed a slight increase to the total funds balance. One CD is due to mature on July 21st and a second one will be coming due in October 2015. The Housing Managers Report continues to reflect all units occupied in all three sites and the Budget to Actual reflects an overall positive variance.

*Commissioner Spurr asked about the condition of the Maintenance Fleet. Mr. Billy replied that we have two pick-up trucks that do not generate that much mileage, so they are in good shape. The most strenuous work the trucks perform is during the winter months due to plowing & salting the sites. We do not anticipate having to replace them anytime soon. Mr. Billy also noted that all repairs and maintenance is done at the City's Public Works Garage.

Affordable Housing: Commissioner Poole noted that the Common Council voted favorably for the Rental Rehab funds and is now awaiting the seal of approval from the Court Master. Commissioner Poole mentioned there has been no progress with the zoning board in terms of the Russell Place affordable units. There has also been no further word in regards to Tiger Barren.

Personnel: Commissioner Spurr and Commissioner Zimmermann noted that they had the opportunity to meet with Mr. Billy regarding his annual evaluation and that discussion on that will be addressed in Executive Session.

Residents Committee: Commissioners who attended stated that the Senior Art Show was very nice and ended up having a steady flow of guests.

Buildings & Grounds: Commissioner Spurr noted that he will be arranging a tour of all the sites with Mr. Billy to take place in July, and other Commissioners are welcome to attend. He will notify all when a date is set.

PUBLIC COMMENT: A boy scout from Summit was present at the meeting as an observer to fulfill a requirement for the Communications Merit Badge. The Board thanked him for his attendance.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

15-24-6-1: Resolution Requesting Approval of the Payment of Invoices for the period of May 28, 2015 to June 24, 2015

Commissioner Halverstadt seconded the Consent Agenda.

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

EXECUTIVE SESSION: Commissioner Halverstadt and Commissioner White moved and seconded that the Board go into Executive Session to discuss Mr. Billy's annual performance review. The roll call was unanimous in the affirmative.

Commissioner White and Commissioner Zimmermann moved and seconded that the Board return to open public session. The roll call was unanimous in the affirmative.

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 8:02 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, July 22, 2015 at 7:00 pm

Community Room – Vito A. Gallo Building – 12 Chestnut Avenue

Summit, NJ 07901

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director

**SUMMIT HOUSING AUTHORITY
MINUTES – EXECUTIVE SESSION
JUNE 24, 2015**

Commissioner Halverstadt and Commissioner White moved and seconded that the Board go into Executive Session to discuss Mr. Billy's annual performance review. The roll call was unanimous in the affirmative.

Commissioner Spurr advised that he and Commissioner Zimmermann met with Mr. Billy to review his past year's performance and to establish goals & objectives for the coming year. The Board was previously provided with that information.

Discussion ensued regarding Mr. Billy's compensation. Commissioners Spurr and Zimmermann were charged with discussing compensation with Mr. Billy to be memorialized by resolution at next month's Board meeting.

Commissioner White and Commissioner Zimmermann moved and seconded that the Board end the Executive Session and move back into open public session. The roll call was unanimous in the affirmative.

Respectfully Submitted,

Steven Spurr
Vice-Chair