

MINUTES
SUMMIT HOUSING AUTHORITY
May 27, 2015

Chairperson Pamela Kuhn called the meeting to order at 7:01 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Chairperson Pamela Kuhn, Commissioner Richard Poole, Commissioner Jeffrey Halverstadt, Commissioner Steven Spurr, Commissioner Coalter Pollock and Commissioner Mary Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator. Commissioner Dennis White 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 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 February 25, 2015 MEETING: The minutes were tabled due to a quorum of commissioners who attended that meeting not being present tonight.

THE MINUTES OF THE March 25, 2015 and April 29, 2015 MEETINGS: Commissioners Poole and Haverstadt moved and seconded approval of the minutes. The roll call was unanimous in the affirmative and the minutes were approved.

CHAIRPERSON'S REPORT: None.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- An updated agenda was passed out with the addition of two RAD related resolutions to contract for Redevelopment Legal Counsel & Financial Advisor, and a resolution requesting approval for a new staff hire of the Administrative Assistant. Mr. Billy entertained questions on each.
- The SHA submitted a voucher to Union County CDBG for \$5,000 of the approved grant to reimburse for partial costs of the Social Worker at 12 Chestnut.
- The annual Senior Art Show will be on Saturday, June 20th from 12:30pm-3:30pm at the Vito A. Gallo Building Community Room.
- The YMCA program is continuing to work out very well for the seniors at Chestnut. Very positive feedback from All !

- A pre-construction meeting was held establishing the schedule for replacing the staircases at Weaver Street. Construction is set to begin on Monday, June 1st. The contractors will begin by demolishing the closed off staircase. The whole project should take anywhere from 6 to 8 weeks. Significant safety precautions will be in place for the protection of the residents and guests.

*Commissioner Poole asked Mr. Billy what is the Housing Authority's plan in order to get vouchers for the RAD program. Mr. Billy replied that we would favor an agreement with the Madison Housing Authority, however HUD approval is required.

*Commissioner Zimmermann wanted to make sure that Mr. Billy was comfortable with the RAD program and the process it involves. Mr. Billy reassured Commissioner Zimmermann that he is proceeding with caution always conscious of protecting the financial stability of the Housing Authority, and reiterated that we can withdraw from the program at any time throughout the process.

*Chairperson Kuhn asked about the status on the Summit Housing Authority pension issue and Mr. Billy replied that the status is still unchanged.

RESIDENT ASSOCIATION REPORTS: No Report.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt began by noting that all subcategories listed on the Budget to Actual show positive variances. The only issue he recognizes would be the over-time accrued by maintenance workers during the winter months. He also made a gentle reminder that there are two CD's coming up for renewal in July and October. He also noted that all three sites are fully occupied.

Affordable Housing: Commissioner Poole mentioned that there will be a meeting of the City's Affordable Housing Committee on May 28th at 8:00am and that hopefully some progress can be made with finally getting the funding from the Rental Rehab Program. In terms of Russell Place, there is still no movement. The project is still not listed on any upcoming agendas of Zoning Board meetings.

Personnel: Commissioner Spurr mentioned that they are starting their annual review for Mr. Billy and will submit an update at June's meeting. He also noted that there was a Resolution tonight to hire a new Administrative Assistant which Mr. Billy reviewed with and received approval from the Personnel Committee. Michelle Salazar's redefined part-time bookkeeper duties were also discussed.

Residents Committee: No Report

Buildings & Grounds: No Report

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 15-27-5-1: Resolution Requesting Approval of the Payment of Invoices for the period April 30, 2015 to May 27, 2015
- 15-25-5-2: Resolution Authorizing the Award of a Contract to DeCotiis, Fitzpatrick & Cole, LLP of Teaneck, NJ to Provide Redevelopment Legal Counsel Related to the Rental Assistance Demonstration Program (RAD).
- 15-27-5-3: Resolution Authorizing the Award of a Contract to NW Financial Group, LLC of Hoboken, NJ to Provide Financial Advisory Services Related to the Rental Assistance Demonstration Program (RAD).
- 15-27-5-4: Resolution Approving the hiring of Jacqueline Roundtree to serve as an Administrative Assistant for the Housing Authority of the City of Summit.

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 Halverstadt and Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:57 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, June 24, 2015

Janet Whitman Room – Summit City Hall

SUMMIT, NJ 07901 - 7:00 PM

Respectfully submitted,



Joseph M. Billy, Jr., Executive Director