

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