

MINUTES
SUMMIT HOUSING AUTHORITY
September 23, 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, Spurr, Halverstadt and Pollock (7:09pm). Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners Poole and White were 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 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 and July 22, 2015 MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended those meetings being present tonight.

CHAIRPERSON'S REPORT: No Report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- We are reviewing the RAD PCA report completed by our engineers. We want to work the figures in line with anticipated financing capacity.
- The FYE 12/31/2014 audit is completed and a resolution to accept it is on the agenda tonight. He gave an overview of the audit synopsis.
- We received another OPRA request. This one pertaining to Commissioners training.
- A Survey was conducted at Chestnut regarding doing tub cuts on the bathtubs to improve the accessibility of our residents. 29 residents responded favorably, 11 not in favor and 85 did not respond. This project will be considered under future capital funding's.
- At Weaver Street, the deck replacement approved under the change order is being fabricated, and , we held a preconstruction meeting on 9/9/15 for the window replacement project. The lead time for manufacturing is 14-16 weeks. The contractor will install a prototype in the community room for all the residents to see.

Chairperson Kuhn inquired of the status with PERS and Social Security. Mr Billy advised that no further progress has been made but we continue to persevere.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt noted the positive variances in the current budget to actual. The Housing Manager's report shows full occupancy at Chestnut & Glenwood, and one vacancy at Weaver. He stated that a nice job was done on the fiscal year audit and elaborated on some of the details. Commissioner Spurr questioned the increased liability in the compensated balances for leave time. Mr. Billy explained the bookkeeping process which resulted in the increase.

Affordable Housing: Mr Billy updated the board in the absence of Commissioner Poole. Our first request for reimbursement under the Rental Rehab Program was sent to the city in the amount of \$84,553.20 for the staircases at Weaver. No motion on Russell Place. Escavating being done on the market units on Franklin Place. A new development is being proposed at 785 Springfield Avenue, corner of Passaic. 9 units in 2 separate building. 2 will need to be affordable. A Zoning Board hearing is set for 9/21/2015.

Personnel: No Report.

Residents: No Report.

Buildings & Grounds: Commissioners Spurr and Zimmermann noted they conducted a tour of our facilities with Commissioner Poole and saw first hand the SHA operations and took many pictures. They were very pleased with the well maintained conditions of properties.

PUBLIC COMMENT: Mr Billy welcomed the Boy Scouts.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioners Zimmermann moved for a Consent Agenda for:

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- 15-23-9-1: Resolution Confirming Approval of the Payment of Invoices for the period of July 23, 2015 to August 26, 2015.
 - 15-23-9-2: Resolution Confirming Approval of Change Order #1 to the contract awarded to Priore Construction Services, LLC of Little Falls, NJ for the Stair Replacement Project at Building D of 2 Weaver Street in an amount not to exceed \$19,560.00.

- 15-23-9-3: Resolution Requesting Approval of the Payment of Invoices for the period of August 27, 2015 to September 23, 2015.
- 15-23-9-4: Resolution Certifying Review of the IPA Audit for the Fiscal Year Ending 12/31/2014.

Commissioner Pollock 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 Spurr and Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:05 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, October 28, 2015

Janet Whitman Room – Summit City Hall

Summit, NJ 07901 - 7:00 PM

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director