

**MINUTES  
SUMMIT HOUSING AUTHORITY  
December 20, 2016**

Chairman Spurr called the meeting to order at 5:06 pm in the Vito Gallo Building Community Room at 12 Chestnut Ave. The following Commissioners were present: Commissioners White, Zimmerman, Kuhn and Chairman Spurr. Also present were Executive Director Joseph M. Billy, Jr. and Jackie Roundtree Office Administrator. Commissioners Halverstadt and Pollock 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 16, 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 JULY 27, 2016 MEETING: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF OCTOBER 26, 2016: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF NOVEMBER 16, 2016: Commissioners Kuhn and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The minutes were approved.

CHAIRMAN'S REPORT: Chairman Spurr thanked Mr. Billy and his staff for doing a great job all year. The outcome with CDBG Money was great. He summarized all the events this year such as RAD Program and Richard Poole moving along etc. He acknowledged Commissioner Kuhn who is retiring from the Board after tonight's meeting for her many years of dedicated service and her keen attention to the SHA finances and budget reports. On behalf of the Board, Mr. Billy presented Commissioner Kuhn with a beautiful bouquet of flowers to show our appreciation.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed Commissioners that we are still very busy with the RAD Program. He also advised them that the closing has been postponed by HUD again. Some concerns came up from our end regarding PBV vs PBRA vouchers. Some of the conditions required under PBRA, that were initially undisclosed, may be too restrictive. Our attorneys are trying to finalize terms with HUD that are agreeable to us. We are considering a change to a PBV conversion. There is a possibility that the interest rate on

re-negotiated due to this delay. Commissioner Zimmerman requested that all details be submitted in writing for Board review.

- Mr. Billy reported that we published RFPs for Professional Services. Responses were received and resolutions are presented tonight to award several contracts.
- He informed them that our JIF Dividend was about \$4,950 for the year 2016 and that was good.
- Mr. Billy advised that CDBG grant applications were due to the County on Dec. 2. We will be supporting the city's request for \$100,000 for the Community Center expansion therefore we did not submit a grant request for ourselves.
- On December 15, 2016 we hosted a Senior Holiday Luncheon at Vito Gallo that was very successful. Additionally there was a Door Decoration Contest at all our sites. The winners get a gift card as well as an Award Certificate. Participation was very high.
- There have been issues with the light fixtures at Glenwood with one of our neighbors. Mr. Billy advised the Commissioners that the neighbor complained to Building Dept as well as other depts. -however never came to us with his concerns. We had no idea it had become such a big issue. Ultimately, the neighbor posted his complaints with the local newspaper. Once we became aware of the issue, we immediately examined the lighting fixtures carefully. We realized that the hoods that were placed to keep lighting contained had blown off the fixtures. Mr. Billy immediately had lights refigured and redirected. This seems to have solved the problem.

#### ANNUAL REORGANIZATION:ELECTION OF OFFICERS:

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 Chairman Spurr to serve another term as Chair, seconded by Commissioner Kuhn. There being no other nominations, Commissioner White 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 Chairman Spurr as Chair for the 2017 term.

OFFICE OF VICE-CHAIR: Chairman Spurr nominated Commissioner Pollock to serve another term as Vice- Chair, seconded by Commissioner Kuhn. There being no other nominations, Chairman Spurr 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 Commissioner Pollock as Vice- Chair for the 2017 term.



**Operations:** Mr. Billy updated the Board in Commissioner Halverstadt's absence. There is 1 vacancy at Chestnut. Weaver & Glenwood are at full occupancy. He reviewed the Treasurers Report and 11/30 Budget to Actual. Chairman Spurr mentioned that he reviewed bill list and noticed that most of our large expenses went towards appliances and heat pumps. He also noticed a 2016 Payroll Processing Fee and a new boiler that was purchased for Weaver St.

**Affordable Housing:** Commissioner White updated the Board on the Housing Element of the Master Plan, the Planning Board Approval process, overlay zoning and settlement with Fairshare Housing Center. We will be attempting to resurrect the Summit Affordable Housing Corp with a meeting of the organization in January.

**Personnel:** No report at this time.

**Residents Committee:** No report at this time.

**Buildings & Grounds:** Chairman Spurr reported that Mr. Billy has kept everything up to standards. Mr. Billy reported that the first snowfall everything went well. All our equipment is working and Maintenance men worked from 8am-7pm the day it snowed.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: Mr. Billy advised Commissioners about an eviction we were working on. Our tenant filed for hardship through Legal Aid and came to court with full amount of rent owed. We accepted the rent, however pursued an eviction due to the Tenant's habitual late payments. The judge granted the eviction with a 6 month extension. Tenant must pay rent by the 10th of the month- failure to do so will result in immediate eviction.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Zimmerman moved for a Consent Agenda for Resolutions 16-20-12-1 Through 16-20-12-10:

- 16-20-12-1: Resolution Requesting Approval of the Payment of Invoices for the period November 17, 2016 to December 20, 2016.
- 16-20-12-2: 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, 2017 through December 31, 2017 in an Amount Not To Exceed \$15,840.00.

- 16-20-12-3: 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, 2017 through December 31, 2017 in an Amount Not to Exceed \$28,200.00.
- 16-20-12-4: Resolution Authorizing the Award of a Contract to Aparri Engineering, LLC of Hackensack, NJ To Provide Professional Architectural & Engineering Services on an "As Need Basis: With a Contract Limit Not to Exceed \$50,000.
- 16-20-12-5: 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, 2017 through December 31, 2017.
- 16-20-15-6: Resolution Adopting the 2017 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.
- 16-20-12-7: Resolution Adopting the Annual Budget for the Fiscal Year January 1, 2017 through December 31, 2017.
- 16-20-12-8: Resolution Appointing Joseph M. Billy, Jr. as a Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2017.
- 16-20-12-9: Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.
- 16-20-12-10: Resolution Designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City of Summit.

Commissioner Kuhn seconded the Consent Agenda.

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

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COMMON COUNCIL LIAISON: No Report

There being no further business before the Board, Commissioners Kuhn and Zimmerman moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 6:13 p.m.

**NEXT MEETING DATE**

WEDNESDAY January 25, 2016 at 7:00 pm  
Jane Whitman Room-Summit City Hall  
512 Springfield Ave  
Summit, NJ 07901

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