

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**February 24, 2016.**

Chairman Spurr called the meeting to order at 7:00p.m. in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present:

Commissioners Zimmermann, Kuhn, White, Poole and Chairman Spurr. Commissioner Pollock arrived at 7:18 p.m. Also present were Joseph M. Billy, Jr., Executive Director, Jackie Roundtree, Office Administrator, Lou Riccio, R.A.D. Technical Consultant; Dan Marinello and Lisa Petrosky of NW Financial. Commissioner Halverstadt 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 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 OCTOBER 28, 2015 MEETING: Commissioners Kuhn and Zimmerman moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The minutes were approved.

THE MINUTES OF JANUARY 27, 2016 MEETING: The minutes were tabled due to a lack of a quorum of commissioners who attended this meeting being present tonight.

CHAIRMAN'S REPORT: Chairman Spurr had no report.

NW FINANCIAL PRESENTATION: Dan Mariniello & Lisa Petrosky of NW Financial gave a detailed analysis of the term sheets that were received from three financial institutions in response to our RFP for Financing under the R.A.D. Program. They, Mr. Billy and Mr. Riccio answered questions from the Board members. They are recommending the Authority negotiate a financing plan with Lakeland Bank.

REPORT OF EXECUTIVE DIRECTOR

Mr. Billy administered the Oath of Office to Commissioner Pollock for his re-appointment to the Board for an additional 5 year term.

Mr. Billy updated the Board on the following topics:

- The Significant Amendment to our 5 year PHA Plan due to our participation in the R.A.D. Program to be adopted tonight. The public hearing was held today at 6:30pm.
- The 2016 Capital Fund Program Grant & the Annual Statement to be adopted tonight.
- He made a presentation to the Union County CDBG on Feb.3 relating to a grant application we submitted for Bathtub Conversions at 12 Chestnut.
- The replacement windows for Weaver Street are still being manufactured.

### COMMITTEE REPORTS

**Operations:** Mr. Billy reported on Operations in Commissioner Halverstadt's absence. The Treasurer's Report reflects current account balances. There is the usual budget to actual for P.E. 1/31/2016, and an updated one for the Year Ending 12/31/2015 which reflects expenses paid in January and posted back to 2015. Occupancy Reports shows 1 vacancy at Chestnut and Weaver & Glenwood full.

**Affordable Housing:** Commissioner Poole stated Russell Place obtained Zoning Board Approval. In regards to the property at Springfield and Passaic it will be a total of 9 units with 2 being affordable. Commissioner Poole mentioned that the Italian/American Club may be a good site for redevelopment. There is enough space for maybe 14 units.

Mr. Billy advised The Board that the 2016 Revision to the Housing Element and Fair Share Plan was submitted to the Court. However, we have yet to receive a copy of the plan, even after several requests to the city. The opinion of some of the administration staff is that the plan is not actually, public document yet because it still has not been approved by the Court. Therefore, it's a confidential working document and it could be revised until then. There is an Affordable Housing Committee meeting scheduled for March 22, 2016. The Court is supposed to render decisions on the plan by the end of March.

Commissioner Poole expressed his concern at how this has been handled.

**Personnel:** Commissioner Zimmerman stated that she emailed Mr. Billy requesting a review of his performance of the past year, and his goals and objectives for the coming year.

**Residents Committee:** No report

**Buildings and Grounds:** Chairman Spurr stated that our landscaper was approved for another year. He commented that they are doing a very good job.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

**Resolutions:**

Commissioner Poole moved for a Consent Agenda for Resolutions 16-24-2-1 through 16-24-2-5;  
Commissioner Kuhn seconded the Consent Agenda.

**RESOLUTIONS:**

- 16-24-2-1 Resolution Requesting Approval of the Payment of Invoices for the period January 28, 2016 To February 24, 2016.
- 16-24-2-2 Resolution Adopting a Significant Amendment to the PHA 5 Year Plan due to participation In the HUD Rental Assistance Demonstration Program (RAD).
- 16-24-2-3 Resolution Adopting the 2016 Capital Fund Grant Program Annual Statement
- 16-24-2-4 Resolution Authorizing the Award of a contract to Mava Landscaping, Inc. of Summit, NJ To perform the 2016 Landscape & Grounds Maintenance at all Authority sites in an amount Not to exceed \$14,880.00.
- 16-24-2-5 Resolution of the Housing Authority of the City of Summit designating Lakeland Bank to Provide required financing in connection with its proposed RAD conversion and authorizing its Executive Director or Chairman to negotiate, approve and execute a Commitment with Lakeland Bank.

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 Pollack and Zimmerman moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:08pm.

**NEXT MEETING DATE**

WEDNESDAY, March 23, 2016. At 7:00 pm  
Community Room-Vito A. Gallo Building  
12 Chestnut Ave. Summit, NJ 07901

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