

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**January 27, 2016.**

Chairperson Kuhn called the meeting to order at 7:02 pm in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present: Commissioners Zimmerman, White, Halverstadt and Chairperson Kuhn . Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners Pollock, Spurr and Poole 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 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: The minutes were tabled due to a lack of a quorum of commissioners who attended this meeting being present tonight.

THE MINUTES OF THE DECEMBER 16, 2015 MEETING: Commissioners Halverstadt and Zimmerman moved and seconded approval of the minutes. The roll call was: All Commissioners voted in the affirmative. The minutes were approved.

ELECTION OF VICE-CHAIR 2016: Commissioner White motioned and Commissioner Halverstadt seconded motion for Commissioner Pollock to be nominated for Vice-Chair. There being no other nominations, Commissioner Halverstadt moved to close nominations, seconded by Commissioner White. All Commissioners voted in the Affirmative to close nominations

Upon Roll Call, All Commissioners voted in the Affirmative to Elect Commissioner Pollock Vice-Chair.

CHAIRPERSON'S REPORT: Chairperson Kuhn served as acting chairperson and had no report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy updated Commissioners on RAD. We did an RFP with Lender's term sheet. This goes out to several lenders to see what kind of rates we can get for our financing. Replies are due by Feb 10, 2016. Our Financial Consultants and Fee Accountant will review these. We also have to do a significant amendment to our Administrative Plan. Currently our 5-yr plan doesn't talk about our RAD component at all. There is a public hearing that been advertised-that takes place right before the next board meeting on February 24, 2016 at 6:30pm.

- There was a change order for Windows. When prototype was done there was a suggestion made to install a vapor seal to control moisture control. This will cost an additional \$6,000 but will be well worth it.
- Mr. Billy announced that he is the new President of NJ NAHRO. He will be doing much more public relations appearances such as ground breaking ceremonies, legislative conferences , President's Meeting in Washington etc. It is a 2 yr term.
- At Chestnut the program we have set up with the YMCA is doing great. Actually we have discussed expanding some it with some new programs. We have fitness class for seniors once a week, luncheon and movie days. Everyone seems to be taking advantage of the activities and enjoying them.
- At Weaver the stair replacement has been completed. The bill has been submitted for reimbursement. Also window replacements sent first periodic payment so that we can pay for deposit on window manufacturing.

#### COMMITTEE REPORTS:

**Operations:** Commissioner Halverstadt commented that after reviewing Budget to Actual- every category seems to be a positive outcome. Commissioner Zimmerman mentioned that there was a significant decrease in utility expenses. Mr. Billy advised that we have been very diligent in paying actual billing amounts and not estimated bills. Commissioner Zimmerman also stated that we are doing well with the bed bug situation. None have been found.

**Affordable Housing:** Commissioner Poole emailed board about Russell Place. That building is being demolished and replaced with a 2-family. This will look like a 1-family house. Appliances will all match the same ones at our other properties. This will make repairs and maintenance much easier. Mr. Billy stated that Springfield Ave property has been demolished and plans for a 9 unit building with 2 of them being affordable housing. This property will be deed restricted for 30 years but will be owned by developers.

Italian American Club found a tenant therefore will not be working with Habitat for Humanity.

**Personnel:** No Report.

**Residents:** No Report.

**Buildings & Grounds.** Commissioner Spurr emailed Mr. Billy and asked him to mention the following topics: Mr. Billy updated Commissioners on snow day conditions. He stated we did very well. We put in a lot of extra overtime hours and we picked up 3 day workers to assist

us. They worked about 16-17 hrs each between 2 days. We paid an hourly rate of \$11 an hour. The new snow equipment worked very productively with the amount of snow we had.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Halverstadt moved for a Consent Agenda for:

- 16-27-1-1: Resolution Requesting Approval of the Payment of Invoices for the period of December 17, 2015 through January 27, 2016.
- 16-27-1-2: Resolution Authorizing the Award of a Contract to Fallen & Larsen LLP of Toms River, NJ to Perform the Annual Financial & Compliance Audit for the FYE 12/31/2015 in an Amount not to Exceed \$8,480.00
- 16-27-1-3: Resolution Approving Change Order #1 to the Contract Awarded to American Architectural Window & Door, Inc of Sparta, N.J. for the Window Replacement at the 2 Weaver Street Development in an amount not to exceed \$6,090.00.

Commissioner 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, Commissioners Zimmerman and Kuhn moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:58 p.m.

**UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES**

**Next Meeting**

WEDNESDAY, February 24, 2016. At 7:00pm

Janet Whitman Room-Summit City Hall

512 Springfield Ave., Summit, NJ 07901

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director