

MINUTES
SUMMIT HOUSING AUTHORITY
March 23, 2016.

Chairman Spurr called the meeting to order at 7:03p.m. in the Community Room at 12 Chestnut Ave- Vito A. Gallo Building. The following Commissioners were present:

Commissioners Zimmermann, Kuhn, White, Poole and Chairman Spurr. Also present were Joseph M. Billy, Jr., Executive Director 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 JANUARY 27, 2016 MEETING: The minutes were tabled due to the lack of a quorum of commissioners who attended this meeting being present tonight.

THE MINUTES OF THE FEBRUARY 24, 2016 MEETING: Commissioners Kuhn and Zimmerman moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The minutes were approved.

CHAIRMAN'S REPORT: Chairman Spurr had no report.

REPORT OF EXECUTIVE DIRECTOR

Mr. Billy updated the Board on the following topics:

- Mr. Billy reported to the Commissioners that he has been spending a lot of time with CDBG allocations as well as our RAD Conversion. He mentioned to the Board that Lakeland Bank came out to visit our sites and were very pleased with everything that they saw. He stated that the Financing Plan has been submitted –the total mortgage amount is not finalized. HUD has assigned a new transaction manager to assist us with this next phase.

- Mr. Billy advised that we have been allocated \$30K of CDBG Money for the bathroom conversions at Chestnut. On April 6th there will be a Public Hearing held in Community Center in Cranford to adopt all Union County Allocations for the next fiscal year.

- He mentioned that we have been focusing on our vacancies. We had 4 at Chestnut and 2 at Weaver- 5 have been rented out already. Chairman Spurr stated that even with vacancy our rent roll increased. Mr. Billy notified Board that we held a tenant meeting on Tuesday March 22, 2016 at 12 Chestnut.
- Mr. Billy stated that the new windows for Weaver Street will be delivered soon and Installations are scheduled to begin on Wed. 3/30.

COMMITTEE REPORTS

Operations: Mr. Billy reported on Operations in Commissioner Halverstadt's absence. He presented the totals for the Budget to Actual and explained figures. Chairman Spurr questioned the JCP&L bills for our vacant apartments. Mr. Billy explained that most of the time during a turnover, we need to utilize the electricity that's in apartment in order to do repairs.

Affordable Housing: Commissioner Poole stated that work is being done on Springfield Ave but not at Russell Place. The City Affordable Housing Committee met last night to review the City's submission to the court. It was stated that the anticipated Required Development Potential may be 3 units. Any new developments will have an affordable housing component achieved through overlay zoning.

Personnel: Commissioner Zimmerman stated that the committee and Mr. Billy will be getting together to conduct his evaluation. Mr. Billy agreed and mentioned that he has been tied up with court proceedings but will provide his self-assessment to the committee soon.

Residents Committee: No report

Buildings and Grounds: Mr. Billy advised the damage of some shrubs on Broad St. side of Chestnut due to the blizzard snow storm. We needed a place to plow the mounds of snow to clean up driveways and sidewalks and unfortunately needed to sacrifice shrubs momentarily.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

Resolutions:

Commissioner Poole moved for a Consent Agenda for Resolutions 16-23-3-1. Commissioner Kuhn seconded the Consent Agenda.

RESOLUTIONS:

16-23-3-1 Resolution Requesting Approval of the Payment of Invoices for the period February 25, 2016 To March 23, 2016.

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 White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:47 pm.

NEXT MEETING DATE

WEDNESDAY, April 27, 2016. At 7:00 pm
Summit City Hall –Janet Whitman Room
512 Springfield Ave. Summit, NJ 07901

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