

**MINUTES
SUMMIT HOUSING AUTHORITY
October 25, 2017**

Chairman Pollock called the meeting to order at 7:13 pm in the Summit City Hall -Janet Whitman Room at 512 Springfield Avenue. The following Commissioners were present: Commissioners Coates, Zimmerman, Pollock and Halverstadt (via telecommunications). Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator. Commissioners Galietti 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 20, 2016, 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 MARCH 29, 2017: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF JUNE 13, 2017: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF JULY 26, 2017: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF SEPTEMBER 20, 2017: The minutes were tabled due to a lack of quorum of commissioners who attended the meeting being present tonight.

PRESENTATION OF THE BUDGET: William Katchen, CPA presented the FY 2018 Budget. He announced that we have two budgets for consideration. The first one is approval for 2018 State of NJ Budget. This has become more of a compliance document than a financial one. The Budget is approved tonight then after 45 days the budget can be adopted. The second one is the same as State Budget except it's on a HUD form. The Budget anticipates a positive reserve after expenses of \$31,347. Fee Accountant recommended approval of the budget.

RESOLUTION: Commissioners Zimmerman moved for a Consent Agenda for Resolution 17-25-10-1 through 17-25-10-3.

- 17-25-10-1: Resolution Requesting Approval of the Payment of Invoices for the period of September 21, 2017 through October 25, 2017.
- 17-25-10-2: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2018 through December 31, 2018 (DCA).

17-25-10-3: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2018 through December 31, 2018 (HUD).

Commissioner Coates seconded the Consent Agenda.

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

Commissioner Halverstadt and William Katchen asked to be excused at 7:30pm. The Board continued with reports and discussion. **No additional formal action was taken.**

REPORT OF THE CHAIRPERSON: No Report at this time.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that at the request of City Administrator Michael Rogers he made a presentation at the Summit Common Council meeting on October 3rd to present our financial position from our 2016 Financial Audit. Council is requesting all independent agencies to do so.
- He discussed briefly the 2018 budget.
- The fiscal year cycle of the 2018-2019 CDBG grant year is now beginning. Mr. Billy has attended several meetings in Cranford related to that. Applications are due to the County by December 8th. The Housing Authority has applied often in the past, but last year partnered with the City to assist them in their grant for the new community center. The city was awarded \$100,000 under that application towards a new Senior Lounge in the building. We are taking the same approach this cycle by supporting the city for an additional grant request to create an outdoor Senior Fitness & Activity Area that will be adjacent to the new Senior Lounge. We did not want to compete with the city for these limited dollars. We'll review our position for the 2019-2020 cycle.
- As for the bathtub conversions- Our Engineers have recommended a possible solution to the drainage pitch by having a side discharge shower pan installed. The contractor will order the pan and complete the installation in the sample unit. "Keep your Fingers Crossed"!

Operations: Mr. Billy spoke on behalf of Commissioner Halverstadt and informed Board that we now have additional investments with Lakeland Bank. Our current CD investments of \$2.2 million are in a Cedar Program. He went through the Treasurer's Report, Budget to Actual data and the Lease Up info from the Housing Manager's Report. As of this date there is one vacancy at Glenwood property and the rest of developments are full.

Affordable Housing: Mr. Billy advised he is near completion of the Rehabilitation Program manual for the city.

Personnel: Commissioner Zimmerman spoke about the pension problems we have had. We will have a full report by next month. Mr. Billy updated Commissioner Coates about the status of that.

Residents Committee: No Report at this time.

Buildings & Grounds: Mr. Billy reported that stairs were repaired at Weaver Street. We are pricing calcium and rock salt for snow removal.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: A brief discussion took place regarding the re-scheduling of the November Board meeting. Mr, Billy will follow-up.

COUNCIL LIAISON: No report at this time.

There being no further business before the Board, Commissioners Zimmerman and Chairperson Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:13 p.m.

NEXT MEETING DATE

TUESDAY November 21, 2017 at 7:00 pm
Vito Gallo Building – Community Room
12 Chestnut Avenue
Summit, NJ 07901

Respectfully submitted,

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