

**MINUTES  
SUMMIT HOUSING AUTHORITY  
September 20, 2017**

Commissioner Zimmerman called the meeting to order at 7:05 pm in the Community Room— 2 Weaver Street. The following Commissioners were present: Commissioners White, Galietti, Halverstadt and Zimmerman. Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator and Accountants Richard Larsen & William Katchen. Chairman Pollock and Commissioner Coates 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.

PRESENTATION: Mr. Richard Larsen, CPA & William Katchen, CPA: FYE 12/31/2016 Financial & Compliance Audit. Richard Larsen stated that no modifications need to be made to our operation. There was no evidence of non-compliance. He explained the Government Auditing Standards on page 20 and the financial statement on page 9. In Mr. Larsen’s opinion, the RAD project was a good decision on our behalf. He stated that the auditor reports showed no findings or issues. The Authority is financially very sound with roughly 14 months of reserves.

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.

RESOLUTION: Commissioners White moved for a Consent Agenda for Resolution 17-20-9-1 through 17-20-9-4.

17-20-9-1: Resolution Confirming Approval of the Payment of Invoices for the period of July 27, 2017 through August 23, 2017.

- 17-20-9-2: Resolution Requesting Approval of the Payment of Invoices for the period of August 24, 2017 through September 20, 2017.
- 17-20-9-3: Resolution Renewing Membership in the New Jersey Public Housing Authority Joint Insurance Fund effective January 1, 2018 through December 31, 2020.
- 17-20-9-4: Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/2016.

Commissioner Halverstadt seconded the Consent Agenda.

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

Commissioner White asked to be excused at 7:20pm. 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:

- He stated that we are now into our fourth payroll under our own entity as the Housing Authority of the City of Summit. We had some issues regarding back payment with the Division of Pensions and Benefits that are being resolved at this time.
- Mr. Billy advised Commissioners that we have been working on a new computer software system called PHA Web. Things have been running very smoothly with this new system. We are using this now instead of Tenmast to keep track of our rents, work orders etc. Madison Housing Authority will also have the ability to tap into our system if need be. This will facilitate working with them on the project based vouchers in the near future.
- He will be attending the 3 day Annual Conference NJAHRA in Atlantic City, NJ.
- Mr. Billy informed Commissioners about the Senior BBQ we had at Chestnut. Our senior tenants really enjoyed themselves and the weather was really nice.
- As for the bathtub conversions- this week we received materials. We are using a sample unit. Mr. Billy explained the plumbing issue we are having regarding the location of the drains. We currently have our plumbers, engineer and tub conversion contractors looking at the problem trying to find a solution.

**Operations:** Commissioner Halverstadt informed Board that we now have additional investments with Lakeland Bank. He went through the Treasurer's Report, Budget to Actual data and the Lease Up info from the Housing Manager's Report.

**Affordable Housing:** Mr. Billy reported that the city has asked him to review the project manual for the rental rehabilitation Program. The Manuals needed to be updated since the ones available were for 2012.

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

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

**Buildings & Grounds:** Commissioner Galietti stated that nothing needs to be reported at this time.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: New Vice Chairperson needs to be elected.

COUNCIL LIAISON: No report at this time.

There being no further business before the Board, Commissioners Halverstadt and Galietti moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:57 p.m.

**NEXT MEETING DATE**

**WEDNESDAY October 25, 2017 at 7:00 pm  
Janet Whitman Room-Summit City Hall  
512 Springfield Avenue  
Summit, NJ 07901**

Respectfully submitted,

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