

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**June 22, 2016**

Chairman Spurr called the meeting to order at 7:04 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present: Commissioners Poole, White Zimmermann and Chairman Spurr. Also present was Joseph M. Billy, Jr., Executive Director.

Commissioners Halverstadt, Kuhn 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 THE APRIL 27, 2016 MEETING: The minutes were tabled due to a lack of a quorum of commissioners who attended that meeting being present tonight.

CHAIRMAN'S REPORT: No Report at this time

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Current RAD Conversion update. HUD compliance uploads, and, appearance at the NJ Local Finance Board on June 8<sup>th</sup>. Financing Plan approved by them.
- We are arranging the field work dates for the FYE 12/31/2015 audit with our auditor.
- This year's Chestnut Senior Summer BBQ will be held on Thursday, August 11<sup>th</sup> beginning at 12pm. All are invited.
- Gave highlights of our recently held new event at Chestnut: "The Mother's Day Tea". The Elvis impersonator was a big hit.
- The Weaver Street Window Replacement project final punch list items were corrected by the contractor on June 10<sup>th</sup>. We are extremely satisfied with all aspects of this project. A final billing from the contractor should be forthcoming.
- We received the final reimbursement from the city's Rental Rehabilitation funding for the Weaver Street Staircases in the amount of \$30,148. This brings the total received from the city for this project to \$ 114,702.

- Talks are continuing regarding our NJDOP situation. Through the intervention of Congressman Lance's office, representatives of Social Security are much more engaged. More to follow.
- Advised the Board of the current status of Ms. Roundtree.

### COMMITTEE REPORTS:

**Operations:** Mr. Billy gave the operations report in the absence of Commissioner Halverstadt. An overview of the Treasurer's Report and Housing Managers Report was given. With respect to the Budget to Actual for the period ending May 31<sup>st</sup> we are showing an large negative variance primarily due to the extraordinary maintenance expenses incurred with the partial payment to the contractor for the replacement windows at Weaver Street. This variance will balance out once we post the reimbursement received from the city for the remainder of the Weaver Staircase project, and receive partial reimbursement for the Weaver Windows. Additionally we still have 50% of our 2015 Capital Funding in the amount of roughly \$120,000 to draw down.

**Affordable Housing:** Commissioner Poole shocked the members by announcing that he is in the process of selling his home in Summit and will be relocating to North Carolina by the end of August. He will be submitting his resignation from the Board shortly. After considerable discussion, accolades and reflections by the members of the many contributions Commissioner Poole has given to the Housing Authority throughout his nearly 10 years of service, he provided an update on Affordable Housing projects in Summit as follows:

-Springfield & Passaic: Demolition of existing building complete. No construction of new 9 units as of yet.

-Franklin Place: New two family house & single family house adjacent to Glenwood near completion. Excavation and foundations in process on condo units across the street. No progress on two family on Russell Place. Existing structure still in place.

- Italian American Club: Habitat in negotiations for purchase. Possible 12-14 units of new construction. All affordable. More to follow.

- City Affordable Housing Committee: June 20 meeting discussed Senate & Assembly bills pending abdicating the recent Ocean County Court ruling requiring municipal obligations for GAP years of 1999-2015. City passed resolution supporting the legislation.

Union County Court hearings to establish COAH obligation postponed. Fanwood & Springfield in settlement discussions. Next towns up as model case are Berkley Heights, then Summit as alternate. Hearing date set as August 9<sup>th</sup>. Probably will be extended.

Burgis Report (City Planning Consultant) defines future Required Development Potential (RDP) for the next 10 years at 3 units. Prior round was 171 units.

Commissioner Poole then encouraged discussion to solicit a Commissioner to take the lead in advocating for affordable housing in town and taking his place on the Board's subcommittee and the City's Affordable Housing Committee due to his departure. Commissioner White expressed his interest. It was agreed that Commissioner Poole, Commissioner White and Mr. Billy would conduct a tour of the 19 potential sites defined in the Burgis Report. The tour was tentatively scheduled for Thursday, July 7<sup>th</sup>.

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

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

**Buildings & Grounds:** No Report at this time.

PUBLIC COMMENT: None

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner White moved for a Consent Agenda for Resolutions 16-22-6-1 thru 16-22-6-3:

- 16-22-6-1: Resolution Confirming Approval of the Payment of Invoices for the period April 28, 2016 through May 25, 2016.
- 16-22-6-2: Resolution Confirming Establishing a Salary for the Executive Director Retroactive to January 1, 2016.
- 16-22-6-3: Resolution Requesting Approval of the Payment of Invoices for the period May 26, 2016 through June 22, 2016.

Commissioner Zimmerman 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 Poole moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:51 p.m.

**NEXT MEETING DATE**

WEDNESDAY, July 27, 2016 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