

MINUTES
SUMMIT HOUSING AUTHORITY
April 25, 2018

Chairperson Pollock called the meeting to order at 7:15 pm in the Janet Whitman Room at the Summit City Hall located at 512 Springfield Avenue. The following Commissioners were present: Commissioners Zimmerman, Halverstadt, White and Chairman Pollock. Our new Council Liason Beth Little was also present. Vice Chairperson Galietti and Commissioner Coates were absent. Also present were Executive Director Joseph M. Billy, Jr. Jackie Roundtree Office Administrator.

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 13, 2017 setting forth the date, time and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, published in the local newspapers of record and posted on the Authority's website.

Mr. Billy led those in attendance in a salute to the flag.

THE MINUTES OF DECEMBER 13, 2017: These minutes were tabled due to lack of quorum of Commissioners who attended the meeting being present tonight.

THE MINUTES OF FEBRUARY 28, 2018: Commissioners Zimmerman and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

REPORT OF THE CHAIRPERSON: No Report at this Time. The Chairman welcomed our new Council Liaison Councilperson Beth Little.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed the Board that there was a Community Meeting for the West Broad Street Redevelopment Zone which was held at St. Theresa's Church. Approximately 200 people attended. He was relieved to find out that our property at Chestnut is excluded from the zone. Same planners held a Community Meeting at Chestnut to obtain suggestions from our residents as to what type of development they would like to see. Many suggested some type of grocery store. The interchange was lively.
- As per Mr. Billy we received an OPRA request from an agency In Florida -their name is "New Jersey Open The Books". They wanted information on the employees salaries, titles, date of hire and compensation for 2017. We provided them with all the information they needed.
- Mr. Billy advised Commissioners that we did start the Capital Improvement under RAD Program. The Engineering Firm did a 20 year needs assessment. We are exploring energy saving items such as Common Area Lighting, Parking Lot Lighting, bathroom fixtures such as Shower heads, faucets, etc.
- Mr. Billy announced that the HUD Budget for 2018 was approved. The deadline to apply for RAD has been extended till September 2024.
- He informed Commissioners that the bathtub conversions at Chestnut have been completed. We installed them into 30 units. We just made the third periodic payment to the contractor. We are planning on putting another application to CDBG for more to be installed in the next funding round.
- Mr. Billy reported that he has been in communication with Paul Cascais from the Department of Community Services regarding Affordable Housing Trust Fund monies. They are interested in us having another cooperative agreement with them. We've done this in the past for projects at Weaver Street. They are anticipating to have about 1.3 million in the rehab component. They discussed the possibility of taking out \$400K for Glenwood Place capital improvements.

- Mr. Billy thanked Jackie Roundtree and extended a Happy Administrative Professionals Day to her. He stated that we enjoyed a nice dinner at Marco Polo's Restaurant.

Operations: Commissioner Halverstadt reported our Treasurer's Report shows healthy balances. Our investments returns are doing well. On the Housing Manager Report it shows Weaver : Full, Chestnut: 2 vacancies and Glenwood 1. Budget to Actual shows positive variances with the exception of the Extraordinary Maintenance Line due to our Bathtub Conversions.

Affordable Housing: Commissioner White discussed the revised Revenue Spending Plan adopted by the city. He noted that administration fees were fairly high. Council Liason Beth Little explained the rationale behind the city's numbers and stated that the City's goal is to provide 50 new affordable units over the next 10 years.

Personnel: Commissioners Zimmerman and Halverstadt will be meeting with Mr. Billy for his Annual Review in the next few weeks.

Residents Committee: No Report at this time.

Buildings & Grounds: Mr. Billy said that we have an Asian Senior Tenant that has been digging up the daffodils in front of building at Chestnut and replanting them in the rear of the building. Commissioner Zimmerman questioned the garbage she saw at Glenwood. Mr. Billy explained that unfortunately, some tenants are not using dumpster and that is causing trash to be all over that area. We are continuing to monitor the situation to improve our "curb appeal" there.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL LIAISON: Councilperson Beth Little thanked the Board for their warm welcome and looks forward to participating with them.

RESOLUTION: Commissioners Halverstadt moved for a Constant Agenda for Resolution 18-25-4-1 through 18-25-4-3.

- 18-25-4-1: Resolution Confirming the Approval for the Payment of Invoices for the period March 1, 2018 through March 28, 2018.
- 18-25-4-2: Resolution Confirming the Award of a Contract to MAVA Landscaping Inc of Summit, NJ to Perform the 2018 Landscape & Grounds Maintenance at All Authority Sites in an Amount Not To Exceed \$14,880.00.
- 8-25-4-3: Resolution Requesting the Approval for the Payment of Invoices for the period March 29, 2018 through April 25, 2018.

Chairperson Pollock seconded the Consent Agenda.

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

There being no further business before the Board, Commissioners Halverstadt and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:04 pm.

NEXT MEETING DATE

WEDNESDAY May 23, 2018 at 7:00 pm
Community Room
1-6 Glenwood Place
Summit, NJ 07901

Respectfully submitted,


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