

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**April 27, 2016.**

Chairman Spurr called the meeting to order at 7:00p.m. in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present:

Commissioners Zimmermann, Kuhn, Halverstadt, White, and Chairman Spurr. Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners Poole 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 MINTUES OF JANUARY 27, 2016 MEETING: Commissioners Kuhn and Halverstadt moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The Minutes were approved.

THE MINTUES OF THE MARCH 23, 2016 MEETING: Commissioners White and Zimmerman moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The minutes were approved.

CHAIRMAN'S REPORT: Chairman Spurr reported that the Board will go into Executive Session later this evening to discuss personnel matters and Mr. Billy's Annual Review.

REPORT OF EXECUTIVE DIRECTOR

Mr. Billy updated the Board on the following topics:

- Mr. Billy reported to the Commissioners we received a check for \$37,200 from Union County Community Development for staircases at Weaver.
- The Senate Appropriations Committee approved the THUD Bill for 2017 with a \$381 million increase over 2016. Now it goes to Full Senate and the rest of the process. With this bill the RAD program has been expanded.

- Mr. Billy informed the Commissioners that we are working on vacancies on all properties. We currently have more this year so far than we did all of last year. However, we are efficiently working on each and every one.
- Mr. Billy stated that he recently attended the 4 day NJNAHRO Conference in Atlantic City. Everything went well. He made it a point to remind Commissioners about Financial Disclosure Forms that are due April 30, 2016. There will be a \$100 penalty if deadline is not met.
- Mr. Billy informed Commissioners that we are planning a Mother's Day Event- "High Tea" for our seniors on Fri May 6, 2016 at 1:30pm in Community Room at Vito Gallo Building. We will also be having a special guest appearance- "Elvis Presley" impersonator that will perform for about an hour and a half.
- Mr. Billy stated that windows at Weaver have been completed. They look amazing and it only took about 10 days for the whole process. A final follow up inspection will be taking place on Fri April 29, 2016.
- Mr. Billy informed Commissioners that we had some issues with bed bugs at Glenwood. We received complaints from 3 apartments. They were all treated on April 18<sup>th</sup> and 25<sup>th</sup>. There will be another follow up after this.

## COMMITTEE REPORTS

**Operations:** Commissioner Halverstadt reported that the cash balance has shown an increase of \$70K as of March 30<sup>th</sup>. Chairman Spurr questioned the substantial increase in electric bill. Mr. Billy stated that we are paying actual monthly bills not estimated therefore explaining the difference. The numbers should regulate moving forward. There was a discussion regarding the vacancies in all properties. Mr. Billy explained the reasons for some of the vacancies and as well as transfers. Commissioner Kuhn asked Mr. Billy about pension issues. He stated that we are still working persistently to resolve the issue. He has enlisted congressional support. Commissioner Zimmerman inquired about the maintenance expenses on the bills list. Mr. Billy advised that a boiler at Glenwood needed to be repaired and some exhaust fans at Chestnut needed to be repaired as well.

**Affordable Housing:** Mr. Billy reported on Affordable Housing in Commissioner Poole's absence. Mr. Billy stated that there has been a motion on Italian/American Club. Habitat for Humanity has offered them a purchase contract. The Club is now reviewing offer. Seems like 12 units will be up for development. Mr. Billy mentioned that there was discussion of the State Lawsuit Fair Share Housing and a judge in Union County was going to select a town. Judge did reach a decision on April 1<sup>st</sup> and they selected Fanwood to be sample town. If Fanwood settles that obligation in their dispute before the court date then Springfield will be alternate town. The court hearing is scheduled for June 15<sup>th</sup>.

**Personnel:** Chairman Spurr stated he would like to spend some time in executive session after discussing everything else. He stated that the 2% increase in salary for staff was in line with most housing authorities. It will be paid retro active to January 1<sup>st</sup>.

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

**Buildings and Grounds:** Chairman Spurr commented on our clean departments.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Halverstadt moved for a Consent Agenda for Resolutions 16-27-4-1 and 16-27-4-2.

16-27-4-1      Resolution Requesting Approval of the Payment of Invoices for the period  
March 24, 2016 to April 27, 2016.

16-27-4-2      Resolution Authorizing a Salary Increase of 2.0% For All Eligible Summit Housing  
Authority Employees for Fiscal Year 2016 Retroactive to January 1, 2016.

Commissioner White seconded the Consent Agenda.

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

EXECUTIVE SESSION:      Commissioner Zimmerman and Halverstadt moved and seconded that the Board go into Executive Session to discuss personnel matters and Mr. Billy's Annual Performance Review. The roll call was unanimous in the affirmative.

Commissioner White and Kuhn moved and seconded that the Board close the Executive Session and move back into open public session. The roll call was unanimous in the affirmative.

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 8:05pm.

**NEXT MEETING DATE**

WEDNESDAY, May 25, 2016. At 7:00 pm

Community Room –

1-6 Glenwood Place Summit, NJ 07901

Summit, NJ 07901

Respectfully Submitted,

Joseph M. Billy, Jr., Executive Director

**SUMMIT HOUSING AUTHORITY  
MINUTES – EXECUTIVE SESSION  
April 27, 2016**

Commissioner Zimmermann and Commissioner Halverstadt moved and seconded that the Board go into Executive Session to discuss personnel matters and Mr. Billy's annual performance review. The roll call was unanimous in the affirmative.

Chairman Spurr and Commissioner Zimmerman shared an update on general Housing Authority personnel matters for 2015 – 2016. Special attention was paid to Executive Director Billy's continued strong leadership and how to appropriately recognize those contributions.

Commissioner White and Commissioner Kuhn moved and seconded that the Board close the Executive Session and move back into open public session. The roll call was unanimous in the affirmative.

Respectfully Submitted,

Steven Spurr  
Chairman