

MINUTES
SUMMIT HOUSING AUTHORITY
November 16 , 2016

Mr. Billy called the meeting to order at 7:00 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present: Commissioners White, Zimmerman, Kuhn and Chairman Spurr. Also present were Executive Director Joseph M. Billy, Jr. and Jackie Roundtree Office Administrator. Commissioners Halverstadt 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 JULY 27, 2016 MEETING: The minutes were tabled due to a lack of a quorum of commissioners who attended the meeting being present tonight.

THE MINUTES OF SEPTEMBER 21, 2016 MEETING: Commissioners Zimmerman and White moved and seconded approval of the minutes. All Commissioners voted in the affirmative. The minutes were approved.

THE MINUTES OF OCTOBER 26, 2016: The minutes were not completed at time of Board Meeting. Therefore, they will be available for the next Board Meeting.

CHAIRMAN'S REPORT: Chairman Spurr confirmed that Commissioner Kuhn will finish her term and then plans on retiring from the Board. He reported that we may have a replacement very soon if all goes well. He and Commissioner Zimmerman completed interviews with several candidates and will be making a recommendation to Common Council.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy informed Commissioners that is still very busy with RAD Program. RAD lawyers are working very diligently and HUD has expressed that they are overwhelmed with the amount of RAD deals that are scheduled to close. The estimated to have 200 closings scheduled for the month of November. There is a great possibility that our closing may get pushed up, perhaps either December 2016 or January 2017. We are pursuing everything as aggressively as we can in order to close as soon as possible.
- Mr. Billy reported that he just returned from NAHRO Training in Atlantic City along with JoAnn Sonmez and Zenobia McWhorter. They attended an intense training course

for voucher training that lasted 2 days and ended with an exam for certification. There was a NAHRO representative that came to do the training and there were about 42 people in class.

- Mr. Billy stated that he published an RFP for our professionals: Fee Accountant, Legal Services, A&E Services and Risk Management. The proposals will be due by November 29, 2016. We are anticipating to screen them out by our meeting on December 14, 2016 so we can award contracts for 2017.
- Mr. Billy advised Commissioners that we are planning our Annual Senior Holiday Luncheon and Door Decorating Contest. We have not established a date yet – however will do so very soon.
- On Weaver St. we did put additional exterior lighting in rear yard behind Building C & D. We also installed 2 new exterior lights in the courtyard at Glenwood next to Building 3 & 4. We did get a few complaints from neighbors due to lighting being too bright. Therefore, we put hoods over lights and lowered wattage.
- Mr. Billy reminded the Commissioners that next meeting will be held at Vito Gallo Building and was originally set for December 14 at 5pm. However, some of the Commissioners would not be available on that date. Next Board Meeting was rescheduled for December 20, 2016 at 5pm at Vito Gallo Building.

COMMITTEE REPORTS:

Operations: Mr. Billy informed Commissioners that Treasurer's Report shows current balances. Lakeland Bank is stand alone right now with just laundry receipts. The Housing Manager's Report shows all three sites are fully occupied. The Budget to Actual shows variances as pretty normal. The bottom lines shows a significant variance because we are still closing out on some additional fundings. Mr. Billy complimented the staff for being very aggressive with renting out vacancies. We had the most vacancies this year. There was a total of 28 so far that were turned over within less than a 30 day period. Commissioner Zimmerman asked what the highest rent paid is. Mr. Billy explained that it would be considered flat rent. He also explained how flat rent is established. Commissioner Zimmerman questioned the unemployment benefits for 1st & 3rd Qtr that were paid. Mr. Billy explained that the City Treasurer contacted him to let him know that this paperwork was overlooked. There was nothing sent to us by 2nd Qtr. Mr. Billy advised Commissioners about our new email provider All Covered and that we updated all of our computer software. Also, he told them that we found an independent supplier, Independent Pool Supply, with very competitive prices for rock salt and calcium for us to use during winter months.

Affordable Housing: Commissioner White said that Habitat signed a contract with Italian/American Club. They are now negotiating zoning. The Ground Breaking is anticipated to take place in 2019. Fair Housing settlement was approved by the court and filed and the City Affordable Housing Committee is meeting November 30, 2016.

Personnel: No report at this time.

Residents Committee: No report at this time.

Buildings & Grounds: Chairman Spurr reported that Mr. Billy is working on season preparations. Mr. Billy also stated that we are working on the cameras at the buildings.

PUBLIC COMMENT: None

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Zimmerman moved for a Consent Agenda for Resolutions 16-16-11-1:

16-16-11-1: Resolution Requesting Approval of the Payment of Invoices for the period October 27, 2016 through November 16, 2016.

Commissioner Kuhn 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 Kuhn moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:36 p.m.

NEXT MEETING DATE

TUESDAY December 20, 2016 at 5:00 pm

Community Room
Vito Gallo Building
12 Chestnut Ave.
Summit, NJ 07901

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

