

MINUTES
SUMMIT HOUSING AUTHORITY
October 28, 2015

Vice Chair Spurr called the meeting to order at 7:14 pm in the Janet Whitman Room of the Summit City Hall. The following Commissioners were present: Commissioners Zimmermann, Spurr, Pollock (via tele-communications) and Poole . Also present were Joseph M. Billy, Jr., Executive Director and Jackie Roundtree, Office Administrator. Commissioners White, Chairperson Kuhn and Commissioner Halverstadt were absent.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this 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 10, 2014, 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 February 25, 2015, July 22, 2015 and September 23, 2015

MEETING: The minutes were tabled due a lack of a quorum of commissioners who attended those meetings being present tonight.

PRESENTATION: Fee Accountant William Katchen- Introduced the FY 2016 Budget. He entertained questions from the Board members.

CHAIRPERSON'S REPORT: No Report.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr Billy stated that we just conducted our Semi-Annual Bed Bug Inspection on Oct 8, 2015. Only 1 unit located at Glenwood needed to be treated and everything was finalized by October 21, 2015.
- Mr Billy stated that a new cycle has started for CBDG for 2016 & 2017. We invited all social service agencies that usually apply to submit applications by November 3, 2015. A Public Hearing will take place on November 4, 2015. Once approved by the Common Council and signed by the Mayor then we can submit them to the county for consideration. Submission. deadline is December 4, 2015.
- Mr Billy stated that there was a Flu Shot Clinic that took place at Chestnut on October 23, 2015.
- The YMCA is sponsoring the Halloween Bingo on October 30, 2015 at Chestnut.
- Mr Billy informed Commissioners that everything is progressing with staircases at Weaver. Concrete is being done at this time. Windows at Weaver are being manufactured and we are still waiting for them. Everything at Glenwood is in place.

- RAD-PCA- We are continuing our review. Had a good team meeting on 10/6/15. Monthly HUD update conference calls continue.
- Mr Billy notified the Board that he will be serving on State Grand Jury in Trenton for the next 20 weeks. First session begins on November 12, 2015.

COMMITTEE REPORTS:

Operations: Mr. Billy discussed that a CD we have was due on October 10, 2015 and has gained \$5,700 in interest. It renewed itself for another year at 1.35% rate –which is very favorable. As far as occupancy in all properties: 1 vacancy at Glenwood , none at Weaver and we had 1 at Chestnut which has been rented as of November 1,2015.

Affordable Housing: Commissioner Poole stated there is no word on property at Franklin Pl. He inquired about obtaining HVC. Mr Billy explained that we cannot at this time due to the fact we have no voucher program.

Personnel: No Report.

Residents: Commissiner Poole asked when do we need to do flat rent reviews? Mr Billy responded – not at this time. We can review them when HUD issues updated Fair Market Rents.

Buildings & Grounds: Commissioner Spurr inquired about preparations for the winter months. Mr Billy notified him that we will be having a staff meeting soon to discuss this. We will discuss rock salt supply, equipment status etc. Mr Billy advised him him that we are sending a memo to family sites in order to add and extend our list of day workers.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioners Zimmermann moved for a Consent Agenda for:

- 15-28-10-1: Resolution Requesting Approval of the Payment of Invoices for the period of September 24, 2015 to October 28, 2015.
- 15-28-10-2: Resolution Approving the Annual Budget for the Fiscal Year Januray 1, 2016 to December 31, 2016 (DCA)
- 15-28-10-3: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2016 to December 31, 2016 (HUD)

Commissioner Poole 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, Commissioner Poole and Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:55 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, November 18, 2015

Janet Whitman Room – Summit City Hall

Summit, NJ 07901 - 7:00 PM

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