

MINUTES
SUMMIT HOUSING AUTHORITY
April 30, 2014

Chairperson Dennis White called the meeting to order at 7:00 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Commissioner Jeffrey Halverstadt, Commissioner Pam Kuhn, Commissioner Coalter Pollock (7:50 pm), Commissioner Richard Poole, Commissioner Steven Spurr (7:12pm), Chairman Dennis White. Commissioner Mary Zimmermann was present via phone conference. Also present were Joseph M. Billy, Jr., Executive Director, Michelle Salazar, Office Administrator, and Fee Accountant William Katchen.

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 11, 2013, setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the City of Summit, and forwarded to newspapers of local circulation.

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

THE MINUTES OF THE March 26, 2014 REGULAR BOARD MEETING: Commissioners Halverstadt and Kuhn moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

THE MINUTES OF THE February 26, 2014 REGULAR BOARD MEETING: Commissioners Kuhn and Poole moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: Chairman Dennis White mentioned he is going over Mr. Joseph M. Billy's review with Steven Spurr.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- There was a Crypto virus that attacked the housing authority computers and our documents in early April. All documents were seized by the virus and the virus required a ransom payment to release each document. The Hi-Tech Nerds were contacted and worked on the computers and our server over a 2 ½ week period. The computers have been back up since the end of April.
- Franklin Place zoning board meeting is scheduled for 5/5/14 for the property developer.
- Our full-time maintenance man returned to work on 4/1/14.
- The housing authority has terminated the Urucorp contract effective 4/15/14 as well as the cleaning lady for the 12 Chestnut Café. Our permanent P/T porter will be responsible

for cleaning 12 Chestnut and back-up to help turn overs. His schedule will now be to work 4 days a week, 7 hours a day for a total of 28 hours for each work week.

- Maintenance man has been working on Weaver Street curb appeal by doing some painting and cleaning on the grounds.
- There was another occurrence of bed bugs at 3 Glenwood Place. Action Pest Control was called out to do a sweep and treatment followed.
- The fence has been repaired at Glenwood Place by the recycle bins.
- The gutters at Weaver Street will be repaired the week of 5/5/14.
- Mr. Billy finalized his recap by saying that he does not have any additional information on the Hayden lawsuit.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn mentioned that there were two move-outs at 12 Chestnut. There were no rents listed on the housing manager's report due to the housing authority computers losing their data from being hacked. The utilities log continues to become more informative but the billing dates are still a little off due to the billing cycles. Commissioner Spurr asked if Mr. Billy had any new information regarding the pension for the housing employees currently not enrolled in it. Mr. Billy brought the board up to date on the process to stand alone in the pension system. Commissioner Kuhn wrapped up by mentioning the budget to actual was unfavorable on salaries, and that it may be due to the temporary maintenance man, or an additional pay period in the first quarter.

Affordable Housing: Commissioner Poole has not heard back from Friends of Cappy yet and there has been no meeting by Affordable Housing Committee to date. Commissioner Poole will follow up with getting information about the Franklin Place meeting being held on 5/5/14. Commissioner Kuhn asked if Commissioner Poole knew anything in regards to the houses being built on Springfield Ave. to which Commissioner Poole stated since there are only three houses being built, they aren't affordable housing developments but the contractors have to pay a 2% developer's fee to the city.

Personnel: Commissioner Spurr mentioned he and Chairman White are continuing with Mr. Billy's annual evaluation.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: Commissioner Pollock mentioned that the gutters upon walking into the courtyard on building C at Weaver Street, are bent and seem to be crushed. Commissioner

Pollock then mentioned that some of the stones around the playground are crumbling and have become loose.

OLD BUSINESS: Mr. Billy mentioned the laundry receipts for the laundry equipment at all three sites. After much thought and deliberation, the board came to the conclusion to terminate the laundry contract with the Summit Affordable Housing Corporation effective June 30, 2014.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

14-30-4-1: Resolution Approving the Payment of Invoices for the period of 3/27/14 to 4/30/14

Commissioner Kuhn seconded the Consent Agenda.

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

14-30-4-2: Resolution Authorizing the Termination of the laundry services contract with the Summit Affordable Housing Corporation effective June 30, 2014.

Commissioner Pollock moved the Resolution which was seconded by Commissioner White.

Upon roll call, all members voted in the affirmative and the resolution was approved unanimously.

COMMON COUNCIL LIAISON: None.

EXECUTIVE SESSION: None.

There being no further business before the Board, Commissioners Pollock and Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:16 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, May 30, 2014

JANET WHITMAN ROOM – SUMMIT CITY HALL

SUMMIT, NJ 07901 - 7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director