

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**April 27, 2011**

Chairperson Mary Zimmermann called the meeting to order at 7:00 p.m. in the Janet Whitman Room of the Summit City Hall. The following Commissioners answered as present:

Vice Chairperson Kuhn, Commissioner Jeffrey Halverstadt, Commissioner Richard Poole, Commissioner Dennis White, Commissioner Steven Spurr, and Commissioner Coalter Pollock.

Also present were Louis A. Riccio, Executive Director and Melissa Kuzma, Deputy Executive Director.

APPROVAL OF THE MINUTES OF THE MARCH 23, 2010 REGULAR BOARD MEETING:

Commissioners Poole and Halverstadt moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: None.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that he and Ms. Kuzma have been working with the architect, clerk of the works, contractors and cell tower vendors to coordinate the 12 Chestnut roof project. The cell tower vendors will be removing equipment from the roof on April 28. Since the merger of AT&T and T-Mobile has gone through, we will investigate the status of our contracts with the two companies. Mr. Riccio also reported that the federal budget has been approved and that the Capital Fund has been reduced by 20%. There is still a move afoot to recapture Operating Reserves, and there will be cuts to CDBG, HOME and ROSS grants.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that the two new maintenance workers, Chris De Coursey and Rashan Womack are doing well and helping us to get caught up on turnovers and work orders.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

**Operations:** Ms. Kuhn had no questions or comments on the Budget to Actual report. She noted a CD turning over the next day on the Treasurer's report, and the settlement payment to Tam Dang and the payment to Aquarius Capital on the Bill List.

**Affordable Housing:** Mr. Poole reported that the frame is up at 39 Morris. International Habitat for Humanity Day is May 3 and all are welcome to invited to work at the site. Discussions regarding 2 Walnut Street are being rekindled as a pro-forma showed the financial viability of the project. The new developers of Gateway 1/Hilltop Parmley have been given an extended payment plan option for their affordable

housing obligation. Mr. Poole also reported that he is working to fill the vacancies on the SAHC board; Norm Miller has accepted one of the vacant positions.

**Development:** None.

**Personnel:** None.

**Residents Committee:** The first quarterly 12 Chestnut tenant meeting was held on Thursday, April 14 at 6 pm in the Community Room. Turnout was good and there were no major issues reported.

**Public Relations:** None.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Polcari submitted a budget revision which reflects the use of reserves to complete the roof and HVAC replacement at 12 Chestnut, as well as a portion of the security cameras, new windows and shades at 12 Chestnut.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 11-27-04-1 through 11-27-04-2; Commissioner Halverstadt seconded the Consent Agenda.

- 11-27-04-1 Resolution Approving the Payment of Invoices
- 11-27-04-2 Resolution Certifying Review of the 2010 IPA Audit

The roll call on the Consent Agenda was taken and the resolutions were approved unanimously.

COMMON COUNCIL LIAISON: None.

There being no further business before the Board, Commissioners Poole and Halverstadt moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:10 p.m.

**UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES**

WEDNESDAY, MAY 25, 2011

JANET WHITMAN ROOM OF THE SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

WEDNESDAY, JUNE 22, 2011

JANET WHITMAN ROOM OF THE SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Melissa Kuzma, Deputy Executive Director