

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**December 14, 2011**

Chairperson Mary Zimmermann called the meeting to order at 5:10 p.m. in the Janet Whitman Room. The following Commissioners answered as present:

Commissioner Richard Poole, Commissioner Jeffrey Halverstadt, Commissioner Coalter Pollock, and Commissioner Steven Spurr.

Also present were Louis A. Riccio, Executive Director, Melissa Kuzma, Deputy Executive Director, Wanda Fortune, Glenwood Place/Weaver Street Tenant Association President, and Ellen Dickson, Council Liaison.

Ms. Kuzma 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 amended Annual Notice dated December 15, 2010, setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the City of Summit, forwarded to newspapers of local circulation and to the persons requesting it.

**APPROVAL OF THE MINUTES OF THE NOVEMBER 9, 2011 REGULAR BOARD MEETING:**

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

**CHAIRPERSON'S REPORT:** Chairperson Zimmermann announced that the commissioners would no longer communicate via email, citing the Open Public Meetings Act. Any email communication will go through Mr. Riccio or Ms. Kuzma. Chairperson Zimmerman also discussed the Habitat for Humanity Hearts and Hammers Gala and all agreed that they Housing Authority should purchase a table for the event. Chairperson Zimmerman also reported that she met with Georjean Trinkle from NORWESCAP to discuss the education opportunities in Union County.

**REPORT OF EXECUTIVE DIRECTOR:** Mr. Riccio reported that work is 99% complete on the roof of the Gallo Building. Best Roofing is five months late and will owe us substantial liquidated damages.

**REPORT OF DEPUTY EXECUTIVE DIRECTOR:** Ms. Kuzma reported that the REAC inspection on December 7 went extremely well and that the Housing Authority received a score of 83, with 11 points being appealed, which if approved, would bring the score to 94. Based on a high REAC score, the Housing Authority could receive up to \$25,000 additional in Capital Funds for next year. Ms. Kuzma also talked about the replacement of heat pumps, which is being funded through Proceed Inc. and will begin in January. Ms. Kuzma also reported that three tenants are now signed up for the Family Self Sufficiency Program.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

**Operations:** The Housing Manager's Report, the Financial Report, and the October and November Budget to Actual Reports were reviewed. There were no questions.

**Affordable Housing:** Commissioner Poole reported that the Dedication for 39 Morris will be on Sunday, January 15, 2012. Two units will be sold by the end of the year, with the other four sometime in early 2012. Two multifamily houses will be presented at the Affordable Housing Committee Meeting on December 15 as potential properties to be purchased with Housing Trust Funds and to be owned and managed by SAHC. DCA will publish a rule on Housing Trust Fund recapture in January. Tenants are being interviewed for the nine affordable units that are part of the Summit Place development.

**Personnel:** The policy is being revised and will be presented at the next meeting.

**Residents Committee:** None.

**Public Relations:** Articles on the FSS program and the improvements at the Gallo Building will be scheduled for next year. Ms. Dixon reported that she heard the Independent Press will no longer be accepting press releases or articles not written by their staff.

**Buildings & Grounds:** Commissioner Pollack toured the Weaver Street and Glenwood Place properties and found them to be nicely cleaned up, with many of the items he found in the past addressed. He noted that there were broken branches near building B at Weaver Street and a broken sign near the playground at Glenwood.

PUBLIC COMMENT: None.

OLD BUSINESS: The retreat will be held at City Hall on a Saturday in March. Ms. Kuzma will send an email regarding dates. Mr. Riccio and Ms. Kuzma will review the emergency plan with the City and present at the next board meeting.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Halverstadt moved for a Consent Agenda for Resolutions 11-14-12-2 – 11-14-12-14; Commissioner Spurr seconded the Consent Agenda.

- 11-14-12-02 Resolution Approving the Election of Mary Zimmermann as Chairperson of the Housing Authority
- 11-14-12-03 Resolution Approving the Election of Pam Kuhn as Vice Chairperson of the Housing Authority
- 11-14-12-04 Resolution Approving the Cash Management Plan
- 11-14-12-05 Resolution Authorizing a Policy Respecting Reimbursement of Authority Commissioner/Employees for Costs of Defending Against Criminal Charges
- 11-14-12-06 Resolution Indemnifying Commissioners and Employees Consistent with N.J.S.A 59:10-4
- 11-14-12-07 Resolution Designating Official Newspaper of the Summit Housing Authority for Publication of Legal Notices
- 11-14-12-08 Resolution Approving Writing-Off Outstanding Tenants' Accounts Receivables
- 11-14-12-09 Resolution Approving a Contract for Landscaping Services
- 11-14-12-10 Resolution Approving a Contract for Accounting Services
- 11-14-12-11 Resolution Approving a Contract for Auditing Services
- 11-14-12-12 Resolution Approving a Contract for Legal Services
- 11-14-12-13 Resolution Approving a Contract for Cleaning Services
- 11-14-12-14 Resolution Approving a Contract for Heat Pump Replacement at the 12 Chestnut Avenue – Gallo Building

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

A vote was taken on Resolution 11-14-12-01.

- 11-14-12-01 Resolution Approving the Payment of Invoices

Commissioners Halverstadt, Pollack, Spurr, and Zimmerman voted aye and Commissioner Poole did not vote.

COMMON COUNCIL LIAISON: Ms. Dixon announced that she will be sworn in as Mayor on January 4, 2012. She also reported that the police department would be reorganized. A new Common Council Liaison may already have been appointed; Ms. Dickson will let us know.

There being no further business before the Board, Commissioners Pollock and Spurr moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 6:10 p.m.

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

WEDNESDAY, JANUARY 25, 2012  
 JANET WHITMAN ROOM, SUMMIT CITY HALL  
 SUMMIT, NJ 07901  
 7:00 PM  
 Respectfully submitted,  
 Melissa Kuzma, Deputy Executive Director