

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**February 22, 2012**

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

Commissioner Richard Poole, Commissioner Pam Kuhn, Commissioner Dennis White, 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, Tom Getzendanner, Common Council Member, and Patrick Hurley, Council Liaison.

Mr. Riccio 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 October 26, 2011, 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 JANUARY 25, 2011 REGULAR BOARD MEETING:**

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

**CHAIRPERSON'S REPORT:** Chairperson Zimmermann welcomed Patrick Hurley, the new Council Liaison, and congratulated Mr. Riccio on being honored at the Morris Habitat Hearts and Hammers Gala on February 18.

**REPORT OF EXECUTIVE DIRECTOR:** Mr. Riccio reported we are now working with the bonding company that represents Best Roofing to finish the roof project. Through April we will have spent approximately \$70,000 towards additional Clerk of the Works and architect's fees that were incurred because of the delay in finishing the project. The installation of new heat pumps at the Vito Gallo building has begun. The new heat pumps are more efficient than the previous models and include a digital thermostat which helps to regulate the temperature, which should help the seniors reduce their energy bills. Mr. Riccio has been working with CTI, a company that specializes in Energy Performance Contracting with small housing authorities. We will apply to the state to pay for an energy audit, and will then work with CTI to possibly convert the Vito Gallo building to gas and Glenwood Place to individual boilers and metering.

**REPORT OF DEPUTY EXECUTIVE DIRECTOR:** Ms. Kuzma reported that the Housing Authority has received a PHAS (Public Housing Assessment System) score of 92, making it a high-performing agency. This score is comprised of a physical inspection, a financial component, and management component and a Capital Fund component. Ms. Kuzma also reported that she

and Chairperson Zimmermann will be meeting with City Forester John Linson on February 28 to discuss planting a tree at Glenwood Place to commemorate its 40<sup>th</sup> anniversary. She also reported that she met with Sgt. Ron Martin about the new Neighborhood Watch program that the city is starting. Flyers will be handed out to all Glenwood Place and Weaver Street tenants, informing them of the program and providing information on how to get involved.

RESIDENT ASSOCIATION REPORTS: Wanda Fortune requested that change machines be installed in the laundry rooms.

COMMITTEE REPORTS

**Operations:** Vice Chairperson Kuhn noted that on the Financial Report, there is a new CD with an interest rate of 1.2%. She also reported that according to the Budget to Actual, gas and electricity are high, as is usual in the winter months. She also noted three large items on the bill list: the new entry system, architect's fees for the roof and heat pump projects, and more HVAC work by Teknikon.

**Affordable Housing:** Commissioner Poole reported that two units at 39 Morris are now occupied, and that there will be second lottery for the two available units. There will be four or five families in the lottery, two from Summit. Blair Bravo has reported that Habitat has come very close to its fundraising goal for the project. Mr. Poole also reported that the Buildings & Grounds Committee was not very supportive of SAHC's proposal for 479 Morris. The City is planning an affordability assistance program to use the remaining Housing Trust Fund monies, however there is no history of one of these programs ever being successfully created in the state of New Jersey. Approximately \$40,000 of the Housing Trust Fund will be at risk of seizure by the state if not used by July 2012, an additional \$600,000 in August 2012, and another \$300,000 in July 2013.

**Personnel:** None.

**Residents Committee:** None.

**Public Relations:** None.

**Buildings & Grounds:** Commissioner Pollack reported that the properties were looking good and Ms. Kuzma reported that all items from last month's report had been addressed.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

**RESOLUTIONS:**

Commissioner Poole moved for a Consent Agenda for Resolutions 12-22-02-01 – 12-22-02-03; Commissioner Pollock seconded the Consent Agenda.

- 12-22-02-01 Resolution Approving the Payment of Invoices
- 12-22-02-02 Resolution Approving Submission of Application for Local Government Energy Audit
- 12-22-02-03 Resolution Approving the Comparability Study

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

**COMMON COUNCIL LIAISON:** Patrick Hurley said he was happy to be serving as Council Liaison, and that his knowledge and experiences as a past Housing Authority Commissioner and Chairperson would be useful in his new role.

There being no further business before the Board, Commissioners Poole and Spurr moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:15 p.m.

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

**WEDNESDAY, MARCH 28, 2012**

JANET WHITMAN ROOM, SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,  
Melissa Kuzma, Deputy Executive Director