

MINUTES
SUMMIT HOUSING AUTHORITY
February 23, 2011

Chairperson Mary Zimmermann called the meeting to order at 7:24 p.m. in the Janet Whitman Room of the Summit City Hall. The following Commissioners answered as present:

Vice Chairperson Kuhn, Commissioner Jeffrey Halverstadt, and Commissioner Richard Poole.

Commissioner Dennis White was absent.

Also present were Louis A. Riccio, Executive Director, Melissa Kuzma, Deputy Executive Director and Peter Polcari, Fee Accountant.

APPROVAL OF THE MINUTES OF THE DECEMBER 15, 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: Chairperson Zimmermann had no report, but asked Mr. Riccio to talk about the recent events at Weaver Street.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that on January 20, 2011 five tenants or family members of tenants at Weaver Street were arrested on drug charges. Mr. Riccio stated that the Housing Authority has been working with the police for over two years on the drug issue at Weaver Street and that the video cameras installed by the Housing Authority in 2010 contributed to the apprehension of these individuals. All four families involved will be evicted under HUD's "One Strike" rule. Mr. Riccio also reported that HUD is most likely going to be recapturing all but three or six months of our reserves.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that she is currently interviewing for the open maintenance position and a part-time janitorial position. Proceed is working on weatherization at Glenwood Place including weather stripping, installation of CFLs and carbon monoxide detectors, and insulation of pipes and attic hatches. The same work, plus venting of exhaust fans, will follow shortly at Weaver Street. We currently know of 12 upcoming turnovers between the senior building and Weaver Street. Performance evaluations for all staff members have been completed. The tenant association at 12 Chestnut has disbanded of their own accord. Events and programs will continue; residents willing to volunteer their time are welcome to schedule events through the Housing Authority office.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Ms. Kuhn pointed out on the financial report that one CD had expired the previous day; it will be rolled over for three months.

Peter Polcari attended the meeting to provide a 2010 financial review. Mr. Polcari reported that we came in extraordinarily close to budget in 2010. The operating subsidy was lower than expected, but the rent roll was significantly higher. Also higher than expected last year was legal expenses, but gas costs and maintenance expenses were lower. Mr. Polcari noted that we finished 2010 in a “perfect place”, increasing our operating reserves to \$1.5 million. If HUD decides to recapture our operating reserves, they may leave us with three months of budget (\$422,000) or six months (\$844,000).

Mr. Polcari also explained that the only budget lines that accrue are labor and benefits. Sewer isn’t accrued because it would affect the PILOT accrual. The JIF payment is made once per year and is expensed once a month.

Affordable Housing: Mr. Poole reported that the slab is being laid at 39 Morris. Blair Bravo from Morris Habitat did a presentation the previous week at the Mayor’s Diversity Committee meeting. There will be an Affordable Housing Committee meeting on March 2 to discuss 2 Walnut and the Parsonage House.

Development: None.

Personnel: None.

Residents Committee: Vice Chairperson Kuhn said that there are still complaints of door-knocking.

Public Relations: None.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: Letters to Mr. Troiano regarding his termination were noted.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 11-26-01-1 and 11-23-02-01 through 11-23-02-13; Commissioner Halverstadt seconded the Consent Agenda.

11-26-01-1 Resolution Approving the Payment of Invoices (January)
11-23-02-1 Resolution Approving the Payment of Invoices

- 11-23-02-2 Resolution Approving a Contract for Landscaping Services
- 11-23-02-3 Resolution Approving a Contract with Sharp Elevator
- 11-23-02-4 Resolution Approving a Contract with Polcari and Company
- 11-23-02-5 Resolution Approving a Contract with Fallon and Larsen
- 11-23-02-6 Resolution Approving a Contract with Door Automation Corporation
- 11-23-02-7 Resolution Approving a Contract for Emergency Generator Service
- 11-23-02-8 Resolution Approving a Contract for Legal Services with William H. Connelly, Esq. for General Counsel to the Housing Authority
- 11-23-02-9 Resolution Approving a Contract for Fire Alarm Inspection
- 11-23-02-10 Resolution Approving a Contract for Sprinkler Service
- 11-23-02-11 Resolution Approving an Amendment to the Lease Amendment Regarding Portable Space Heaters
- 11-23-02-12 Resolution Approving a Public Space Policy
- 11-23-02-13 Resolution Approving Advertising for Roof and HVAC Replacement at Vito A. Gallo Building

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 8:30 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, MARCH 23, 2011

LARGE CONFERENCE ROOM IN THE SUMMIT CITY HALL (Please note room change)

SUMMIT, NJ 07901

7:00 PM

WEDNESDAY, APRIL 27, 2011

JANET WHITMAN ROOM OF THE SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Melissa Kuzma, Deputy Executive Director