

MINUTES
SUMMIT HOUSING AUTHORITY
February 27, 2013

Chairperson Dennis White 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 Jeffrey Halverstadt, Commissioner Pam Kuhn, Commissioner Dennis White, Commissioner Coalter Pollock, and Commissioner Steven Spurr.

Also present were Louis A. Riccio, Executive Director.

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 December 12, 2012, 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 23, 2013 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: Mr. White discussed the Personnel Committee's interview with Mr. Joseph Billy in relation to the Executive Director's position. He noted Mr. Billy's experience and felt he would be a good fit for the Summit Housing Authority. He noted that Mr. Riccio highly recommended Mr. Billy and he and the other members of the Committee felt that they knew Mr. Riccio and felt he wouldn't recommend someone unless he too felt he would succeed in the position. Mr. Spurr concurred with Mr. White and also noted that Mr. Billy had the necessary tools to deal with the staff and that he was a "no nonsense guy".

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that the roof is 99% complete and assured the Board that by the next meeting it would be completed. He also reported again that all of the heating problems in the senior building have been resolved and that all of the residents are very happy. He noted that the new Fire Alarm Panel will be installed soon and that we had received approval from the county CDBG office proceed with the installation of the new panel. He noted that we had received a \$25,000 grant to pay for the new panel.

Mr. Riccio discussed the upcoming sequestration and noted that our operating subsidies and capital funds might be reduced once again by approximately 20%.

He finally notified the Board that effective April 1st, Joanne Curran would be retiring and that a new Office Administrator, Michelle Salazar had been hired. Ms. Salazar will start the second week of March and work with the Madison Staff until she reports to Summit the last week in march. This will give her a good foundation of the duties and responsibilities of the position and then allow her time to work with Ms. Curran before she retires.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: No report

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Vice Chairperson Kuhn noted that the Budget to Actual with Peter's notes was self-explanatory. She noted that on the manager's report first month under Glenwood Place should be 37 not 38. She also asked that on the bill list, all of the utility bills listed have the dates attached so she could compare month to month.

Affordable Housing: Commissioner Poole reported on potential projects with the Unitarian Church and Christ Church. The McFarland project was also reviewed and it was noted that only one unit remains unoccupied. He also noted that the Franklin Place discussions with Peter Biber were ongoing, but that the use of the property on orchard Street was out due to the high costs of renovating the building.

Personnel: Previously discussed

Residents Committee: None.

Public Relations: None

Buildings & Grounds: None

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 13-27-02-01 – 13-27-02-03; Commissioner Spurr seconded the Consent Agenda.

- 13-27-02-01 Resolution Approving the Payment of Invoices
- 13-27-02-02 Resolution of Compliance with NJSA 40A:12a-46 and NJAC 5:44-2.4 State Mandatory Training for Commissioners
- 13-27-02-03 Resolution to Offer Position of Executive Director

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 8:20 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, MARCH 27, 2013

JANET WHITMAN ROOM, SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Louis A. Riccio, Executive Director