

MINUTES
SUMMIT HOUSING AUTHORITY
January 28, 2015

Chairperson Pamela Kuhn called the meeting to order at 7:02 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Chairperson Pamela Kuhn, Commissioner Dennis White, Commissioner Jeffrey Halverstadt, Commissioner Mary Zimmermann, Commissioner Steven Spurr and Commissioner Coalter Pollock (7:12 pm). Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator. Commissioner Richard Poole was absent.

Mr. Billy read the Open Public Meetings Act Notice, “Adequate notice of this of this meeting has been provided by the Secretary of the Housing Authority of the City of Summit by preparing an Annual Notice dated December 10, 2014, 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 posted on the Authority’s website.

Mr. Billy led those in attendance in a salute to the flag.

Mr. Billy administered the Oath of Office to Commissioner Halverstadt upon his re-appointment to the Board by the Summit Common Council for another 5 year term.

THE MINUTES OF THE December 10, 2014 MEETING: Commissioners Spurr and White moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON’S REPORT:

- Chairperson Pamela Kuhn announced the new committee assignments for 2015 as follows:
 - Operations – Jeff Halverstadt, Chair
 - Personnel – Mary Zimmermann, Chair; Steven Spurr
 - Residents – Dennis White, Chair; Richard Poole
 - Buildings & Grounds – Steven Spurr, Chair; Coalter Pollock
 - Affordable Housing – Richard Poole, Chair

*The new Committee’s line up will be listed on the February board meeting’s agenda.

• REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- HUD has notified the Housing Authority that there will be a REAC Inspection on February 27, 2015.
- In preparation for the REAC Inspection, the Housing Authority contracted with American Property Consultants out of Maryland to do a pre-REAC inspection to get an idea of what the actual REAC inspectors may find as violations.

- There is an RFP out for a Landscaper for the 2015 season.
- The first floor lobby and foyer flooring renovations have been completed at 12 Chestnut. New benches have also been placed in the lobby.
- Bids were advertised for the Weaver Street staircases. The pre-bid meeting went very well and a total of 8 bid packets were handed out to date. All bids are due by February 5, 2015.
- Trip hazards at Weaver Street were abated.
- A grant from CDBG for \$20,000 was allocated to us for the Weaver Street windows replacement. We were recently notified of a potential recapture and we put in a request to fund the architect costs, but that request was denied.

*Chairman Pamela Kuhn asked where the Summit Housing Authority stands with the RAD application and its status.

Mr. Billy replied that the housing authority was contingently approved for RAD and that an email was sent on the week of January 26, 2015 asking if the housing authority was still interested in the program. The new HUD budget has allocated additional funding for RAD so we will see how HUD progresses.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt inquired about the Union County Savings CD and noticed that the CD has been rolled over but no there is no rate listed. Commissioner Halverstadt noted that total revenue is slightly lower than budgeted for the year and that the legal fees had a significant negative variance due to the lawsuit for the roof project at 12 Chestnut. Utilities costs still need to be accrued for year 2014 and employee benefits were slightly higher than budgeted. The housing manager report shows we are fully occupied at all three sites.

Affordable Housing: No Report.

Personnel: Commissioners Spurr and Zimmermann will get together to discuss Mr. Billy's review and also the housing authority's staff as well.

Residents Committee: Commissioners Kuhn and Poole attended the Senior Holiday Luncheon on December 16, 2014. The whole event was very nice and Commissioner Kuhn noted that the food and atmosphere were great. The tenants had a wonderful time.

Public Relations: No Report.

Buildings & Grounds: Commissioner Pollock noted that the walk areas at the sites are all cleared well and salted. There was some snow blocking some stairwell access at Glenwood Place. Commissioner Pollock said that in all, all of the sites walk ways were clear and looked great.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Billy mentioned that there will be a NJ NAHRO conference in April, 2015.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Zimmermann moved for a Consent Agenda for:

15-28-1-1: Resolution Requesting Approval of the Payment of Invoices for the period December 11, 2014 to January 28, 2015

Commissioner White seconded the Consent Agenda.

Upon roll call on the Consent Agenda, all members voted in the affirmative and the resolutions were approved unanimously.

COMMON COUNCIL LIAISON: None.

There being no further business before the Board, Commissioners Halverstadt and Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:40 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, February 25, 2015
Janet Whitman Room – Summit City Hall
SUMMIT, NJ 07901 - 7:00 PM

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director