

MINUTES
SUMMIT HOUSING AUTHORITY
July 27, 2011

Chairperson Mary Zimmermann called the meeting to order at 7:05 p.m. in the Community Room of 12 Chestnut Avenue. The following Commissioners answered as present:

Vice Chairperson Kuhn, Commissioner Richard Poole, Commissioner Dennis White, Commissioner Jeffrey Halverstadt and Commissioner Steven Spurr.

Commissioner Coalter Pollock was absent.

Also present were Louis A. Riccio, Executive Director and Melissa Kuzma, Deputy Executive Director.

APPROVAL OF THE MINUTES OF THE JUNE 22, 2010 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 Zimmerman reported that she took the PR survey with intern Michael Steinberg. She felt this was a worthwhile endeavor and was looking forward to seeing the results.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that the roof project is approximately 75% complete; the old HVAC units were removed today and the new ones will be delivered and installed within the next two weeks. The roofing company is behind schedule and has had trouble getting submittals in to the architect. There have been a few leaks when it has rained and they have been repaired. A power surge caused the alarm to go off today; a look at the fire panel revealed that it may need to be replaced in the near future since it is over 25 years old. He also reported that we are looking into replacing the entry system to 12 Chestnut; residents have reported having trouble with the front door. In addition, we are looking at replacing the windows at Weaver Street with double-hung windows. We will have to go out to bid for that project. Both the Capital Fund and the Operating Fund have been reduced this year (by \$34,000 and \$43,000, respectively). HUD is still trying to decide on the method they will use to recapturing our reserves. Finally, Mr. Riccio stated that in all of 2010 the Housing Authority had 14 tenants move out and we have had 15 in the first seven months of 2011. The maintenance team has worked very hard and we are down to one vacant apartment, from seven at the beginning of the month. He wanted to commend the maintenance staff for completing the turnovers and stated that the staff will keep an eye on how long it takes and how much it costs to turnover an apartment in the future to assure that it is done in an expeditious and cost effective manner.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that she held a tenant meeting at 12 Chestnut on July 14, and representatives from the Fire Department came and gave a presentation on fire safety and emergency procedures. Ms. Kuzma has updated the Housing Authority's NAHRO membership and now all commissioners should have access to the NAHRO website and are on the email mailing list.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Ms. Kuhn reviewed the Housing Manager's report, and noted that the income has gone down at 12 Chestnut and Glenwood Place. On the financial report she noted that there is a CD that is being rolled over for three months. On the budget-to-actual, Ms. Kuhn pointed out that the salaries and benefits for the quarter were paid and that the electric should be going down once the new HVAC units are up and running. Mr. Riccio noted, regarding the bill list, that we are almost at the maximum for A&E for the roof project and there have been no change orders. Also on the bill list were invoices from Mr. Connelly for legal services regarding the One Strike evictions earlier this year.

Affordable Housing: Mr. Poole reported that the roof is complete at 39 Morris, the blueboard insulation is almost complete and a contractor is being hired to do the drywall to save time. He noted that checks from the churches are still coming in and there may be another fundraising event in the fall. The final Promenade unit is being worked on by the Housing Authority; the first eligible candidate has been sent over and was rejected by Diversified. The nine affordable units for Hilltop Parmley are being worked on. Six will be ready in January 2012 and the rest in the summer of 2012. Marketing will start on the first six units shortly. The tax credit program for building more affordable housing is still being researched. Mr. Riccio's SAHC contract will be discussed at the next SAHC meeting (his SHA contract is not affected). Mr. Poole would like to find out when the city will lose the Housing Trust Fund money. Beth Kinney is on vacation but she will be asked to provide a spreadsheet with dates and dollar amounts when she returns.

Personnel: The Personnel committee met and some changes to the Personnel Policy were recommended. Ms. Kuzma will present a draft to the committee and it will be submitted to the Board at the next meeting.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: Ms. Kuzma addressed the issues at Glenwood Place and Weaver Street that were reported at the last meeting by Commissioner Pollock. The clogged drain was never called in, so a work order was created. The light bulbs that were out at Weaver Street are being replaced but an electrician may need to be called for some that are not working. The gutters at Weaver Street have been cleaned and we are waiting for a quote to fix the broken and missing bricks on the playground wall. We are trying to get playground mulch from the city for both Glenwood and Weaver playgrounds. We are putting more garbage cans and two cigarette towers at each property.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

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NEW BUSINESS: Commissioner Kuhn volunteered to review the Procurement Policy for updating. Flat rent will be discussed at the September meeting.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolution 11-27-07-1; Commissioner Halverstadt seconded the Consent Agenda.

11-27-07-1 Resolution Approving the Payment of Invoices

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 Kuhn 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, SEPTEMBER 28, 2011 (NO MEETING IN AUGUST)

JANET WHITMAN ROOM, SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Melissa Kuzma, Deputy Executive Director