

MINUTES
SUMMIT HOUSING AUTHORITY
June 22, 2011

Chairperson Mary Zimmermann called the meeting to order at 7:05 p.m. in the Janet Whitman Room of the Summit City Hall. The following Commissioners answered as present:

Vice Chairperson Kuhn, Commissioner Richard Poole, Commissioner Dennis White, Commissioner Steven Spurr, and Commissioner Coalter Pollock.

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

APPROVAL OF THE MINUTES OF THE MAY 25, 2010 REGULAR BOARD MEETING:

Commissioners Kuhn 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 a Buildings and Grounds committee has been formed and will be chaired by Commissioner Pollock.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio announced that Summit and Madison have been awarded FSS and ROSS grants, both of which will be used for resident services. An FSS coordinator has been hired and an offer will be made shortly to a social services coordinator for the ROSS grant. We are also trying to reprogram CDBG funds received in year 36 for a nurse that were not used; we would like to use them to pay an architect to develop plans to replace the windows at Weaver Street. Mr. Riccio also reported that the roof project at 12 Chestnut is moving along, but that the HVAC has been delayed due to a manufacturing hold-up. He also noted that we are trying to find a new kind of heat pump for use at the senior building as the ones we currently use cost almost \$2000 each.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that the Housing Authority staff would be volunteering the next day, June 23, at the Habitat site. All commissioners are welcome to join. She also announced that the Housing Authority has a summer intern, Michael Steinberg, who will be conducting a PR survey among residents, City officials and staff, and other community leaders. Each commissioner will be contacted for an interview. Ms. Kuzma also mentioned that several teen residents have been accepted into summer programs including the Summit Police Department's Cadet Program and the American Red Cross Summer Leadership Conference.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Ms. Kuhn reviewed the Housing Manager's report, the Financial Report, the Budget-to-Actual and the Bill list. She noted a few big-ticket items include payments for the roof and the quarterly payroll payment.

Affordable Housing: Mr. Poole reported that Habitat is close to securing a roofer for the 39 Morris project. He also noted that Ms. Kinney had given a presentation at the SAHC meeting and informed the group that the Housing Trust funds may not be available to purchase the 2 Walnut property SAHC has been considering for a 15-unit senior building. Mr. Poole asked the status of the Promenade affordable three-bedroom unit and Ms. Kuzma said that the Housing Authority staff is currently interviewing and certifying the income on the top five applicants chosen at random in the lottery that was held on June 8.

Personnel: The Personnel Policy change was discussed and it was decided to allow the maintenance employees to alternate half days on Fridays in the summer, but to delete the section about maintenance employees being able to use comp time at the Executive Director's discretion until the Committee has had an opportunity to discuss it with the Executive Director. Commissioners White and Spurr would like more time to review the Personnel Policy and make recommendations. They will meet with the Executive and Deputy Directors to discuss the Policy.

Residents Committee: Ms. Kuzma reported that the Art Show at the Senior Building was a success. Trustee Halverstadt also attended and took photos, which were published in the Alternative Press and the Independent Press online.

Public Relations: None.

Buildings & Grounds: Trustee Pollack visited Glenwood Place and Weaver Street and found some issues with gutters and lighting. Te playground at Weaver Street has some loose bricks and could use mulch. All issues will be addressed by maintenance.

PUBLIC COMMENT: Karen Malnati and Ted Brewer attended the meeting and expressed their concern over the possibility of losing the Housing Trust Fund money. Mr. Riccio explained that there are nine units in development for the Hilltop Parmley project, with four already under construction. It was also suggested that she come to a Summit Affordable Housing Committee meeting to discuss this further.

OLD BUSINESS: Flat rent will be discussed at the July meeting.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 11-22-06-1 through 11-22-06-4; Commissioner White seconded the Consent Agenda.

11-22-06-1 Resolution Approving the Payment of Invoices

- 11-22-06-2 Resolution Adopting a Budget for Fiscal Year 2011
- 11-22-06-3 Resolution Approving an Amendment to the Pet Policy
- 11-22-06-4 Resolution Approving an Amendment to the Personnel Policy

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 White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:45 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, JULY 27, 2011

COMMUNITY ROOM – VITO GALLO BUILDING, 12 CHESTNUT AVENUE

SUMMIT, NJ 07901

7:00 PM

WEDNESDAY, SEPTEMBER 28, 2011

JANET WHITMAN ROOM, SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Melissa Kuzma, Deputy Executive Director