

MINUTES
SUMMIT HOUSING AUTHORITY
June 25, 2014

Chairperson Dennis White called the meeting to order at 7:00 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Commissioner Pam Kuhn, Commissioner Coalter Pollock (7:07 pm), Commissioner Richard Poole, Commissioner Steven Spurr, Chairman Dennis White and Commissioner Mary Zimmermann. Commissioner Jeffrey Halverstadt was absent. Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator.

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 11, 2013, setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the City of Summit, and published to newspapers of local circulation.

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

THE MINUTES OF THE April 30, 2014 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: Chairman Dennis White mentioned he has sent out an email to reappoint Richard Poole to City of Summit Affordable Housing Committee.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The annual audit for the Summit Housing Authority has been completed. The copies will be mailed out to the Commissioners within the next week.
- We are currently working on replacing the current parking tags and reorganizing the parking policy. The new system will prevent tenants from trading or swapping parking tags. The housing authority will be holding two evening meetings for the family properties in order for all tenants to have a chance to update their tags and vehicle information.
- CDBG approved a grant for our social worker in the amount of \$5,000. We had originally applied for a \$15,000 grant.
- There have been some recent bed bug issues at 12 Chestnut with a tenant who is a bit of a hoarder and has had bed bugs in the past. Action Pest Control has done a treatment and we are awaiting a follow up.

- We have had a Summit Eagle Scout upgrading the vegetable garden behind 12 Chestnut Avenue and it is now waist high and just about complete for the seniors to enjoy.
- We are currently working on remodeling the Community Room at 12 Chestnut Ave. We have selected the carpeting and we are also looking for donations of entertainment equipment to update it for our seniors.
- Weaver Street and Glenwood Place has had new mulch laid out in the playgrounds by the landscaper. We are working on specs for window replacement at Weaver but are holding off advertising for bids until we meet with city officials about possible funding assistance from their rehab program. We are trying to bundle the cost of new windows with some other repairs that are needed in order to qualify for the rehab program.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn mentioned that one CD will be due for renewal in July. According to the housing managers' report, we currently have full occupancy at both Glenwood Place and 12 Chestnut Ave. Weaver street has two vacancies for a little over two months now. Commissioner Kuhn also mentioned that our month-to-actual budget is favorable. Commissioner Kuhn also mentioned that the Capital Fund was still not showing up and Mr. Billy mentioned it would become available on June 30, 2014. Commissioner Kuhn also discussed the utility bills and that she is seeing less estimates and more actual readings, which is good. Commissioner Kuhn noted that there were two checks for large amounts which were for the Joint Insurance Fund (JIF) and the other for Fallon & Larsen for the housing authority audit.

Affordable Housing:

-Mr. Billy mentioned that he attended the COAH round three training program. There were about 125 attendees and that the program seems difficult and that it looks destined to fail.

-Franklin Place is scheduled for a zoning board meeting on July 7, 2014. Summit Housing Authority had publicized ads for the Summit Affordable Housing preliminary lottery in The Star-Ledger. The lottery will be held on July 18, 2014. So far we have about 100 applications.

-SAHC received a fair housing complaint addressed to Mr. Lou Riccio and the complaint is in regards to Mr. Kenneth Sheehan.

-Beth Kinney has mentioned a meeting with Affordable Housing Committee but no date has been set yet.

-Commissioner Poole gave Mr. Billy an article about trends in spending and finances in public housing. Mr. Billy will send the article to the board members.

Personnel: Commissioner Spurr mentioned Mr. Billy's first year review and he requested to go into executive session to discuss further with the board members.

-Commissioner Zimmermann mentioned that she ran into tenant Wanda Fortune from Glenwood Place and that she would like to meet with the board. Commissioner Zimmermann asked Mr. Billy to reach out to her and see how he can assist her.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: None.

OLD BUSINESS: Mr. Billy mentioned that the laundry equipment transition takes place effective July 1, 2014. Money being collected going forward from July 1st is to go to the Summit Housing Authority.

-The Hayden lawsuit is progressing. The housing authority's attorney, Mr. Connelly was in the housing office for a day or so compiling documents for the case.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Kuhn moved for a Consent Agenda for the resolutions, which was seconded by Commissioner Pollock:

- 14-25-6-1: Resolution Confirming Approval of the Payment of Invoices for the period of 5/1/14 to 5/28/14
- 14-25-6-2: Resolution Requesting Approval of the Payment of Invoices for the period of 5/29/14 to 6/25/14
- 14-25-6-3: Resolution Authorizing the Opening of the Public Housing Waiting Lists for All Development Sites and Unit Sizes
- 14-25-6-4: Resolution Approving an Extension to the Contract with Vito A. Gallo to Perform the Duties of an "Administrative Agent", on an As Needed Basis, To an Amount Not to Exceed \$16,000.

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

COMMON COUNCIL LIAISON: None.

EXECUTIVE SESSION: Commissioner Spurr moved to go into an Executive Session seconded by Commissioner Zimmermann, to discuss Mr. Billy's review with the board members. The motion passed by unanimous vote.

Commissioner Spurr moved to return to the Open Public Session, seconded by Commissioner Pollock. The motion passed by unanimous vote.

There being no further business before the Board, Commissioners Poole and Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:26 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, July 23, 2014

COMMUNITY ROOM – VITO A. GALLO BUILDING

SUMMIT, NJ 07901 - 7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director