

MINUTES
SUMMIT HOUSING AUTHORITY
January 22, 2014

Chairman Dennis White called the meeting to order at 7:03 p.m. in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Chairman Dennis White, Commissioner Richard Poole, Commissioner Pam Kuhn, Commissioner Coalter Pollock, Commissioner Jeffrey Halverstadt and Commissioner Mary Zimmermann. Commissioner Steven Spurr 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 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 in newspapers of local circulation.

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

APPROVAL OF THE MINUTES – September 18, 2013, Commissioners Poole and Zimmermann moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

MINUTES: December 11, 2013. Commissioners Zimmermann and Kuhn moved and seconded approval of the minutes. Upon roll call, all members voted in the affirmative and the minutes were approved.

CHAIRPERSON'S REPORT:

Chairman White started off by saying that he didn't really have much to report except to wish everyone a Happy New Year. He also shared the great opportunity he had most recently of meeting with U.S. Attorney Eric Holder as well as HUD Secy. Shaun Donovan at a charity event sponsored by his company.

REPORT OF EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy started by discussing that for 2013, a total of 23 units were turned over, which was high compared to the usual 7 or 8 in past years. Each unit took on average 26 days to repair for occupancy and 32 days to be leased up.
- Our accountant is completing the close out of 2013 finances and we will be ending the year with a bit of a surplus.
- Our temporary part-time maintenance man is now being paid directly through payroll. While our second FT maintenance man is expected to be out until the end of March.

- Our snow storm cleaning is being aided by some residents who are being paid \$10 per hour and are being called in to assist our maintenance staff.
- Vito Gallo was brought on to help with deed restrictions and to help with Affordable Housing paperwork. There are a total of 19 units that are deed restricted in town. All of the paperwork is caught up now. Deed restrictions should be filed when the unit is first occupied/leased.
- On January 8, 2014 we were granted an eviction at Glenwood and the judge asked if the Housing Authority would accept partial payment and we said we would not. Tenant was supposed to show up with full payment the following Monday after court date but the Housing Authority has not heard back from her. We are pursuing the lock-out.
- There have been two stove-top fire incidents at 12 Chestnut where tenants put pots on stove and forgot about it and burned it. Fire department arrived promptly for both incidents. One occurred on 1/18/14 and the second on 1/22/14. There were no injuries or property damage.
- Mr. Billy mentioned some non-routine items on the January 2014 bills list: Action Termite & Pest Control for \$3,600, Cheap Charlie's plumbing for water heaters replaced at Glenwood and Weaver Street for \$4,993.75, the first installment payment for JIF Insurance Premium for \$43,253.99, and True Value Hardware \$2,234.00 for Salt and Calcium pellets for snow storm preparations at the three properties.

Mr. Billy then entertained any questions or concerns from the Board.

- Commissioner Kuhn asked if the December 2013 payment to Urucorp would be the last janitorial service payment? Mr. Billy said no it would not be because we have not been able to implement our part time worker plan yet due to inclement weather and the fact that our second full time maintenance man is not yet back from sick leave.
- Commissioner Kuhn also asked about the notation on the bottom of the bills list for three checks being reissued to the City of Summit because the originals had been lost. Mr. Billy confirmed that the checks were misplaced in City Hall and therefore we had to reissue them.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn started by stating that there is one CD that is coming due next week. Commissioner Kuhn went on to mention the new spreadsheet listing utilities explanation and how it simplified the period of service and charges. Mary asked about the difference in the utility cost for apartment 405A from one month to another. The budget to actual left us with a surplus of about \$213,000. Other than the surplus, Commissioner Kuhn did not have any further questions. There is also a new Housing Managers Report for 2014 and it currently lists Weaver Street and Glenwood Place fully occupied and one vacancy at 12 Chestnut. There will soon be one vacancy at Glenwood due to the current eviction.

Affordable Housing: Commissioner Poole stated that in regards to the Our House project, the city had to sue COAH to get it to do what is statutorily supposed to do. He and Mr. Billy provided updates on the potential Franklin Place Project. The board suggested a legal review regarding the structure of this development. Mr. Billy said he's following up with our attorney.

Personnel: Mr. Billy stated he has an issue to discuss in closed session.

Residents Committee: Commissioner Kuhn mentioned that the Senior Holiday party in December at 12 Chestnut was delightful and was full of great food and entertainment.

Public Relations: None.

Buildings & Grounds: None.

PUBLIC COMMENT: None.

OLD BUSINESS: Mr. Billy commented on the ongoing dispute with Hayden regarding liquidated damages, and, the issue of the laundry equipment and the SAHC. RAD application was submitted in December and we are awaiting reply.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 14-22-1-1: Resolution Approving the Payment of Invoices for the period of 12/12/13 to 1/22/2014
- 14-22-1-2: Resolution Approving the Write-Off of Outstanding Tenant Accounts Receivables
- 14-22-1-3: Resolution Authorizing The Award Of A Contract To Mava Landscape Inc. of Summit, NJ To Perform The 2014 Landscape & Grounds Maintenance In An Amount Not To Exceed \$14,790.00

Commissioner Zimmermann 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.

EXECUTIVE SESSION: Commissioners Poole and Halverstadt moved to enter into Executive Session. All members voted in the affirmative.

Commissioners Zimmermann and Kuhn moved and seconded going back into public session. All members voted in the affirmative.

Commissioner Poole and Halverstadt moved and seconded Resolution 14-22-1-4: Resolution Authorizing a Salary Increase of 2.5% For All Summit Housing Authority Employees for Fiscal Year 2014 Retroactive to January 1, 2014.

Upon roll call, all members voted in the affirmative and the resolution was approved.

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 8:22 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, FEBRUARY 26, 2014

JANET WHITMAN ROOM, SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director