

MINUTES
SUMMIT HOUSING AUTHORITY
May 23, 2012

Chairperson Mary Zimmermann called the meeting to order at 7:00 p.m. in the Janet Whitman Room. The following Commissioners answered as present:

Vice Chairperson Pam Kuhn, Commissioner Richard Poole, Commissioner Coalter Pollock, Commissioner Jeff Halverstadt, and Commissioner Dennis White.

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

Mr. Riccio 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 amended Annual Notice dated October 26, 2011, 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 to the persons requesting it.

APPROVAL OF THE MINUTES OF THE APRIL 25, 2012 REGULAR BOARD MEETING:

Commissioners Kuhn and Halverstadt moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: Chairperson Zimmermann reported that she attended the Mayor's Forum on Diversity on May 10. Chris Cotter, the City Administrator, gave a presentation on the citizen's survey which is available to review on the city's website.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported an agreement has not yet been reached regarding the completion of the Senior Building roof project, but it should be settled by the end of next week. Fortunately, there have been no leaks despite the recent rain. So far the Housing Authority's out-of-pocket expenses have been approximately \$75,000, which will be reimbursed by the bonding company. Mr. Riccio also reported that NJ NAHRO has received one scholarship application from Summit Housing Authority residents. The deadline is May 30.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported there was a welcome reception for the FSS and ROSS programs on May 17 from 5-7 pm at the Weaver Street Community Room. Ten residents of Weaver Street attended. She also reported that the annual art show at the Vito Gallo building will be held on Saturday, June 16 from 12 – 3:30 pm, and that there will be a presentation by the registrar and financial aid director of Union County College on June 20 at 6 pm at the Weaver Street Community Room.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Ms. Kuzma reported that two leases have been signed since the Housing Manager's Report was created. This precipitated a discussion about revising the report so that it runs from the 15th of the previous month through the 15th of current month. This change will begin immediately. Vice Chairperson Kuhn noted that the CHSP data was missing from this month's Financial Report. She also noted a large payment for unemployment on the bill list. The city did not bill the Housing Authority for multiple past payments, going back to 2010. The JCP&L usage for this month was less than the previous month, but is still higher than normal. We will continue to monitor it.

Affordable Housing: Commissioner Poole reported that there will be a picnic at 39 Morris on Saturday June 16 at 3 pm. There was a meeting of the Affordable Housing Committee on May 22 and the main topic of discussion was the revision of the spending plan. The state has still not yet defined "commitment" in reference to the Housing Trust Fund money that the state will start recapturing on July 17. The city is not at risk of losing any money in July, but Beth Kinney will be re-running the numbers for August. It was also determined that the city can do more special needs housing; the Senior Building counts for the second round only. Home First and Tiger Baron are doing two units of transitional housing at the Parsonage House and deed restrictions have been filed for four of the nine units associated with the Summit Place development. SAHC hopes to bring the 248 Morris Avenue proposal before Common Council in June.

Personnel: Commissioner Poole suggested a meeting of the Personnel Committee, Mr. Riccio, and Ms. Kuzma to discuss the transition plan for Ms. Kuzma to become Executive Director.

Residents Committee: None.

Public Relations: Our PR volunteer, Leigh Radsch, attending the tree-planting ceremony and will write an article on it to be submitted to the local papers.

Buildings & Grounds: Commissioner Pollack asked if the landscapers would be mulching the property. That is not part of the contract. We will get pricing and see if it is feasible. He also reported that because of all the rain we've had, the weeds in front of building D at Weaver Street are growing over the sidewalk.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: NAHRO and PHADA are organizing a lawsuit against HUD for the recapture of operating reserves. Mr. Riccio will discuss it with colleagues to see if other Housing Authority's are participating and will make a recommendation to the board as to whether or not Summit should take part.

CORRESPONDENCE: None.

RESOLUTIONS:

A resolution was introduced to revise the Admissions and Occupancy Policy to change the criteria for admission to include “Have a nationally recognized credit review company score of “Acceptable” or “Conditional”; applicants with a score of “Conditional” may be rejected based on other criteria. This review maintains the objectivity of the selection process.” The score is based on a number of factors including credit, debt, and landlord-tenant claims.

Commissioner Poole moved for a Consent Agenda for Resolutions 12-23-05-01 – 12-23-05-03; Commissioner Halverstadt seconded the Consent Agenda.

- 12-23-05-01 Resolution Approving the Payment of Invoices
- 12-23-05-02 Resolution Certifying Review of the 2011 IPA Audit
- 12-23-05-03 Resolution Approving an Amendment to the Admissions and Occupancy Policy – Criteria for Admission

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 Pollock moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:55 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, JUNE 27, 2012
JANET WHITMAN ROOM, SUMMIT CITY HALL
SUMMIT, NJ 07901
7:00 PM

Respectfully submitted,
Melissa Kuzma, Deputy Executive Director