

MINUTES
SUMMIT HOUSING AUTHORITY
November 9, 2011

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 Kuhn, Commissioner Richard Poole, Commissioner Dennis White, Commissioner Jeffrey Halverstadt, and Commissioner Steven Spurr (7:05).

Commissioner Coalter Pollock was absent.

Also present were Louis A. Riccio, Executive Director, Melissa Kuzma, Deputy Executive Director, Georjean Trinkle, Associate Director, NORWESCAP, and Wanda Fortune, Tenant Association President.

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 December 15, 2010, 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 OCTOBER 26, 2011 REGULAR BOARD MEETING:

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

CHAIRPERSON'S REPORT: None.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio introduced Georejean Trinkle, Associate Director at NORWESCAP (Northwest New Jersey Community Action Partnership). NORWESCAP's mission is to improve the lives of low income individuals and families in need in northwest New Jersey-creating opportunities, strengthening communities and engaging solutions for everybody's benefit. Because it is important to have a third party to provide social services to residents, SHA has contracted with NORWESCAP to provide personnel for the FSS and ROSS grants it has received. The FSS Coordinator will be working with un- and under-employed tenants on job placement. He will assess the family situation and try to determine what is stopping them from moving out of public housing. Ms. Trinkle is currently interviewing for the position of Social Service Coordinator. In the next few weeks, there will be a soft launch of the program, which will be an evening reception for residents. Ms. Trinkle will come back in mid-2012 to provide an update on the program.

Mr. Riccio went on to report that we are continuing to work with Proceed, Inc. on replacing the heat pumps at the Senior Building. We will be going out to bid in late November. He also

reported that we will be applying for Community Development Block Grants (CDBG) for the social worker, replacing the fire panel at the Senior Building and replacing the windows at Weaver Street. Mr. Riccio also discussed the roof project, saying that the contract with Best Roofing will be terminated as of November 21 if the work is not complete. Finally, Mr. Riccio reported that maintenance worker, Julio Duque was terminated on November 7.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma gave an update on the Buildings and Grounds committee report from the last meeting. Ms. Kuzma also reported that she met with Chief Weck to discuss safety and parking issues at Glenwood Place and Weaver Street.

RESIDENT ASSOCIATION REPORTS: Wanda Fortune reported that the residents are very happy with the work maintenance workers Chris DeCoursey and Rashan Womack are doing.

COMMITTEE REPORTS

Operations: The questions Ms. Kuhn had on the September financial statement were answered. The \$355,286 deposit was from the 2011 Capital Fund and the \$8,235 withdrawal was the checks from the bill list that had been cashed. Ms. Kuhn noted one large payment on the current bill list, for the sidewalk work that was done to eliminate trip hazards at Glenwood Place and Weaver Street.

Affordable Housing: Mr. Poole that units C and F will be complete in December; the rest of the units will be ready in early 2012. There will be a dedication on a Sunday in January, date to be determined. The owners of one unit has dropped out and another has been deselected, so there will be another lottery. Volunteers age 12 and over and now being accepted. Department of Community Affairs in Trenton has not defined what “committed” means regarding Housing Trust Fund money. Brand New Day is going to do a four-unit project at the Parsonage House; the project is going before Council for discussion on November 14. There is a question about how many units of the Hilltop Parmley project’s affordable units need to be handicap accessible. The question has been sent to Jeff Surenian.

Personnel: The policy is still being revised.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: The issues Commissioner Pollack brought to our attention at last month’s meeting have been addressed.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: Commissioner Kuhn feels that in light of the recent extreme weather, the Housing Authority should have an emergency plan in place. Mr. Riccio will share Madison's plan so that it can be adapted for Summit.

CORRESPONDENCE: A letter from Chairperson Zimmermann to Council President Bomgaars regarding Commissioner Kuhn's reappointment and a letter from Chris Cotter re Ms. Kuzma's successful completion of the Effective Supervisory Practices training were shared.

RESOLUTIONS:

Commissioner Spurr moved for a Consent Agenda for Resolution 11-09-11-1; Commissioner White seconded the Consent Agenda.

11-09-11-1 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 Kuhn and Spurr moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:00 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, DECEMBER 14, 2011
JANET WHITMAN ROOM, SUMMIT CITY HALL
SUMMIT, NJ 07901
5:00 PM

Respectfully submitted,
Melissa Kuzma, Deputy Executive Director