

**MINUTES
SUMMIT HOUSING AUTHORITY
October 22, 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 Jeffrey Halverstadt, Commissioner Pamela Kuhn, Commissioner Coalter Pollock, Commissioner Richard Poole, Commissioner Steven Spurr, Chairman Dennis White and Commissioner Mary Zimmermann. 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 forwarded to newspapers of local circulation.

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

THE MINUTES OF THE July 23, 2014 & September 17, 2014 MEETINGS: Commissioners Poole and Halverstadt moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT:

- Chairman Dennis White mentioned that in discussion with Commissioner Pamela Kuhn, she has accepted to be Chairman of the Board of Commissioners for the Summit Housing Authority.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The 5 year plan has been submitted to HUD.
- The housing authority has received a contingent approval application for RAD
- The housing authority will be receiving a dividend from JIF for 2014
- We have received the surveys from the seniors at 12 Chestnut and the YMCA is putting together a schedule of events
- All Safe Sidewalks came over to analyze all three sites and had some areas of the sidewalk taken care of at 12 Chestnut and Glenwood Place as well
- We are shopping around for sitting chairs and a flat screen TV for the Community Room at 12 Chestnut and a bench for the lobby also
- The big ticket item on the bills list is the Hayden lawsuit settlement payment
- A revised bills list and resolution have been handed out this evening due to the payment for the Hayden lawsuit settlement payment that was added

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn noted that the Housing Managers report has shown three consecutive months with all three sites at full capacity. Commissioner Kuhn also mentioned that the large items on the bills list were the Hayden lawsuit settlement payment and the Aparri Engineering for two projects at Weaver Street for the deteriorated staircase and the window replacement. Commissioner Kuhn mentioned that she has seen the window samples for Weaver Street in Mr. Billy's office. Commissioner Kuhn further mentioned that the Utility details spreadsheet reflects that the Housing Authority is just about catching up with the payment schedule and that any accruals will have to be done in December.

Affordable Housing: Commissioner Poole mentioned that the COAH board voted 3 free so the new rules were not approved which now leaves the board in violation of a court order. Chris Cotter will be sitting in for Beth Kinney on the Affordable Housing Committee until Beth returns. The Our House event went very well and the house looks great. The new tenants are expected to be moving in in December. The Franklin Place project which is now 31 Russell Place, will be before the planning board on November 24, 2014.

Commissioner Pollock asked why the Franklin Place project was turned down. Commissioner Poole mentioned that it was due to too many variances with the final presentation to the planning board.

Personnel: Commissioner Spurr reviewed the SHA policy for employee accrual of sick and leave time and did not find any fault with it but it is something to consider looking into in the future.

Residents Committee: Commissioner Kuhn asked when the Senior Holiday Luncheon will be held and Mr. Billy stated it will be held in the 12 Chestnut Community Room on Tuesday, December 16, 2014 at 12 pm and invitations will be sent to the Commissioners.

Public Relations: None.

Buildings & Grounds: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 14-19-11-1: Resolution Requesting Approval of the Payment of Invoices for the period October 23, 2014 to November 19, 2014
- 14-19-11-2: Resolution Authorizing The Award of A Contract to The Law Offices of William R. Connelly, LLC of Mendham, NJ to Provide General Legal Services for the One Year Period of January 1, 2015 through December 31, 2015 In An Amount Not to Exceed \$15,640.00
- 14-19-11-3: Resolution Authorizing The Award Of A Contract To William Katchen, CPA of Cliffside Park, NJ to Provide Fee Accountant Services For The One Year Period of January 1, 2015 Through December 31, 2015 In An Amount Not to Exceed \$26,400.00
- 14-19-11-4: Resolution Authorizing The Award of A Contract To Fallen & Larsen LLP of Toms River, NJ To Perform The Annual Financial & Compliance Audit For The FYE 12/31/2014 In An Amount Not To Exceed \$8,280.00

Commissioner Kuhn 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.

There being no further business before the Board, Commissioners Poole and Kuhn 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

Next Meeting

WEDNESDAY, December 10, 2014
COMMUNITY ROOM – VITO A. GALLO BUILDING
SUMMIT, NJ 07901 - 5:00 PM

Respectfully submitted,
Joseph M. Billy, Jr., Executive Director