

MINUTES
SUMMIT HOUSING AUTHORITY
April 29, 2015

Chairperson Pamela Kuhn called the meeting to order at 7:13 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Chairperson Pamela Kuhn, Commissioner Richard Poole, Commissioner Jeffrey Halverstadt and Commissioner Mary Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director, Louis Riccio: Execu-Tech, Inc. and Michelle Salazar, Office Administrator. Commissioners Dennis White, Coalter Pollock and Steven Spurr were absent.

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 10, 2014, 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 posted on the Authority's website.

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

THE MINUTES OF THE February 25, 2015 MEETING & March 25, 2015 MEETING: The minutes were tabled due to not enough commissioners being present tonight who attended said meetings to vote on their approval.

CHAIRPERSON'S REPORT: None.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- SHA has received a PHAS score of 89 for 2014. He noted that we did very well on the financial, management and capital fund indicators. Our physical score was 31 out of 40.
- We had our semi-annual bed bug dog sweep on April, 14th and three households had a positive hit: 2 at 12 Chestnut Ave and 1 at Glenwood Place.
- On April 17th, there was a pre-construction meeting in regards to the Weaver Street Stair Replacement Project. The Contractor will begin to plan for setup at Weaver Street.
- We ordered three additional outdoor benches for 12 Chestnut to create a new sitting area on the railroad side. Perennials will soon be planted in the area, as well.
- The YMCA Senior program is doing great with many of our residents participating.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Halverstadt noted that our CD's are coming due on July 15th and October 15th. The budget to actual for 3/31 had a number of adjustments but all variances seem promising. There was one move out at 12 Chestnut Avenue. The only significant bills were for Barco for the outdoor benches and the Cheap Charlie's plumbing bill.

Affordable Housing: Commissioner Poole mentioned that he spoke with Chris Cotter recently and the City's Affordable Housing attorney, Jeff Surenian, has written a lengthy opinion regarding the NJ Supreme Court's recent decision related to COAH. An Affordable Housing Committee meeting is being planned. There has been no new news on Russell Place, or the Rental Rehab funding.

Personnel: None.

Residents Committee: None.

Buildings & Grounds: None

OLD BUSINESS: Due to Michelle Salazar's resignation to pursue a new career opportunity, we have published ads in the local paper and the NAHRO Monitor for an Office Administrator. Michelle has offered to work on a part time basis for the SHA and handle the financial & bookkeeping functions and other clerical duties as needed.

NEW BUSINESS: None.

CORRESPONDENCE: None.

PRESENTATION: Louis Riccio of Execu-Tech made a presentation about the RAD application and conversion process and it's particular's to Summit. He fielded questions from the members.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

(He would like it noted that he works for Habitat for Humanity and Mr. Riccio serves as volunteer member of its Board)

- 15-29-4-1: Resolution Requesting Approval of the Payment of Invoices for the period March 26, 2015 to April 29, 2015
- 15-29-4-2: Resolution Authorizing the Award of a Contract to Execu-Tech, Inc. of Manahawkin, NJ to Provide Technical Consulting Services related to the Rental Assistance Demonstration Program (R.A.D.)

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: None.

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 8:19 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, MAY 27, 2015

Janet Whitman Room – Summit City Hall

7:00 PM

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