

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**January 23, 2013**

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

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

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 December 12, 2012, 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 DECEMBER 12, 2012 REGULAR BOARD MEETING:**

Commissioners Poole and Spurr 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 reported that the roof is 95% complete. He also reported that we are experiencing severe issues with the heat pumps at the senior building, and that any seniors whose apartment temperatures are below 68 degrees will be given portable heaters until the issues are resolved. Our maintenance workers are spending almost 100% of their time working on heat issues. Our HVAC contractor will be looking at the heat pumps tomorrow morning to see if he can determine what is causing the problem.

**REPORT OF DEPUTY EXECUTIVE DIRECTOR:** Ms. Kuzma reported that her last day at the Housing Authority will be March 29, 2013. She also reported that she received over 200 resumes for the Office Administrator position and will meet with the personnel committee before commencing with interviews.

**RESIDENT ASSOCIATION REPORTS:** None.

**COMMITTEE REPORTS**

**Operations:** Vice Chairperson Kuhn noted that the electric bill was high again. Mr. Riccio said that the next step would be to bring in an engineer to see what is going on. Ms. Kuhn also questioned why the benefits line for 2012 was so much lower than budget.

**Affordable Housing:** Commissioner Poole reported on potential projects with the Unitarian Church and Christ Church. The McFarland project was also reviewed and there was a discussion of the transit village.

**Personnel:** None.

**Residents Committee:** None.

**Public Relations:** Commissioners Zimmermann and Kuhn attended the holiday party for the seniors on December 14, 2012.

**Buildings & Grounds:** Commissioner Pollack noted that a window was still broken at Weaver Street and that the gutter was still broken at Glenwood Place building 3.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS: The Planning Board will hear a proposal for the Railroad Avenue lot on January 28.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 13-23-01-01 – 13-23-01-03; Commissioner Spurr seconded the Consent Agenda.

- 13-23-01-01 Resolution Approving the Payment of Invoices
- 13-23-01-02 Resolution Approving a Contract for Fire Panel Replacement at the 12 Chestnut Ave.-Gallo Building
- 13-23-01-03 Resolution Approving an Amendment to the By-Laws of the Summit Housing Authority changing the time of the Annual and Regular Meetings and the Rules for Special Meetings

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 Halverstadt 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, MARCH 27, 2012  
JANET WHITMAN ROOM, SUMMIT CITY HALL  
SUMMIT, NJ 07901  
7:00 PM

Respectfully submitted,  
Melissa Kuzma, Deputy Executive Director