

MINUTES
SUMMIT HOUSING AUTHORITY
July 23, 2014

Chairperson Dennis White called the meeting to order at 7:04 pm in the Community Room in the Vito A. Gallo building. The following Commissioners were present:

Commissioner Jeffrey Halverstadt, Commissioner Pam Kuhn, Commissioner Richard Poole, Chairman Dennis White and Commissioner Mary Zimmermann were present. Commissioners Coalter Pollock and Steven Spurr were absent. 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 published to newspapers of local circulation.

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

THE MINUTES OF THE June 25, 2014 REGULAR BOARD MEETING: Commissioners Halverstadt and Zimmermann moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: None.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The copy of the annual audit was distributed to all. There were no findings and no suggestions.
- Michelle has started the parking decal transition from the hanging tags.
- The Summit Housing Authority will be having its Senior BBQ on August 14, 2014 and the theme is a Hawaiian Luau.
- The 12 Chestnut Community Room is going to be remodeled with new carpeting.
- We are focusing on curb appeal at Glenwood and Weaver and improving its appearance.
- We are still working on getting the rental rehab funding from the city for the projects at Weaver Street for a combined total of about \$393,000.

Commissioner Kuhn asked Mr. Billy if the Housing Authority is ready to take control of the payroll yet. Mr Billy responded that unfortunately we have not yet received a response from Social Security approving the plan but we are trying to push the process along.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn noted that we are currently at full capacity at Glenwood Place, with one vacancy at Weaver Street and two vacancies at 12 Chestnut. We also have one CD that is coming due at the end of July. The budget to actual reflected actual salary and budget costs for the first 6 months of the year. Commissioner Kuhn also mentioned that one half of the Capital Fund was drawn down in July. The bills list did not reflect anything out of the normal except for payment to Superior Comfort Products being paid \$1,600 for parts to repair the heat pumps at 12 Chestnut Ave. Commissioner Kuhn also mentioned that the utilities explanation list explains everything well and that the credits have dwindled.

Mr. Billy also mentioned that we have made an agreement with Teknikon to repair the heat pumps because they are our HVAC service people. We will no longer be shipping them back and forth to CIT. As of right now, all units are working properly.

Affordable Housing:

Commissioner Poole sent out an email stating that the Franklin Place project was turned down. Commissioner Poole feels that the developer was not served properly by their attorney. The attorney was marginally effective that there were variances. Commissioner Poole further noted that he speaks to architect Peter Biber regularly and that there is no indication of the next step for Franklin Place. The Affordable Housing Committee will be meeting next week and they are looking forward to hearing some news about Our House.

Mr. Billy mentioned that he sent an email out in regards to the Affordable Housing Lottery and that it went very well. There are quite a few calls coming in in regards to people's status on the list and people are also being informed about how the Lottery works.

Personnel: None.

Residents Committee:

No report, however, Mr. Billy spoke with Wanda Fortune who is a tenant at Glenwood Place because she had reached out to Commissioner Zimmermann about some concerns at Glenwood Place. Upon speaking to Ms. Fortune, Mr. Billy was informed that everything was well.

Public Relations: None.

Buildings & Grounds: None.

PUBLIC COMMENT: - Tenants John McLoughlin and Carol Buchan who reside at 12 Chestnut were in attendance. Mr. McLoughlin asked if it were possible to get a piano for the Community

Room at 12 Chestnut. Mr. Billy replied that there is no immediate plan to do so, but the issue can be explored.

OLD BUSINESS: -The Hayden lawsuit in regards to liquidated damages is ongoing and attorney William Connelly is working on it.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Zimmermann moved for a Consent Agenda for the resolutions, which was seconded by Commissioner Poole:

- 14-23-7-1: Resolution Requesting Approval of the Payment of Invoices for the period of 6/26/14 to 7/23/14
- 14-23-7-2: Resolution Certifying Review of The IPA Audit For the Fiscal Year Ending 12/31/2013
- 14-23-7-3: Resolution Authorizing a Salary Increase For The Executive Director
- 14-23-7-4: Resolution Approving Official Travel To And From Atlantic City, NJ By The Executive Director And One Staff Person To Attend The N.J.A.H.R.A. 2014 Annual Conference And Trade Show On September 28-30,2014

Upon roll call, 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 7:44 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, September 17, 2014

JANET WHITMAN ROOM – SUMMIT CITY HALL

SUMMIT, NJ 07901 - 7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director