

MINUTES
SUMMIT HOUSING AUTHORITY
June 27 2012

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 Pam Kuhn, Commissioner Richard Poole, Commissioner Coalter Pollock, Commissioner Jeff Halverstadt, and Commissioner Dennis White.

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 October 26, 2011, 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 MAY 23, 2012 REGULAR BOARD MEETING:

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

CHAIRPERSON'S REPORT: Chairperson Zimmermann reported that she attended Ted Olcott's memorial and spoke about his time on the Housing Authority board and all that he accomplished.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that Common Council had adopted the revised spending plan, which includes the affordability assistance program. He also reported that the heat pump project is complete, although we have had problems with approximately 30% of the units. The contractor will be addressing the issues before the final payment is made. The roof project is now officially a year late; we are still awaiting a response from the bonding company about completion. The NJNAHRO scholarship applications have been received and the committee will be making a decision at the next meeting.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that three representatives from Union County College gave a presentation about applying for admission and financial aid on June 20. Only six tenants attended; Wanda Fortune suggested not giving notice of programs too far in advance. Other tenant events coming up include a fire safety program for the seniors on June 28 and Weather Emergency Kit distribution for seniors on June 30. Ms. Kuzma has also taken several classes recently, such as a League of Municipalities session on OPRA and two courses for COAH Administrative Agents.

RESIDENT ASSOCIATION REPORTS: Wanda Fortune asked to be sent a copy of the bylaws of the Board of Commissioners. She also asked if the resident association could be given funds for their annual trip and cookout; Mr. Riccio advised her to submit a proposal.

COMMITTEE REPORTS

Operations: Commissioner Kuhn pointed out the high electric and gas costs we have been seeing lately. Chairperson Zimmermann suggested we start doing our own meter reading. The quarterly payroll was paid this month, as well as the pension payment for the year. Commissioner Poole suggested comparing this quarter's payroll bill to last quarter's to make sure nothing is missing, since there have been errors in the past.

Affordable Housing: Commissioner Poole reported that Common Council will vote on the affordability assistance program that Mr. Riccio drafted at the July 10 Council meeting. It was proposed that SAHC be the administrator but Council may have the Housing Authority be the administrator instead. At the July 31 meeting Council will vote on giving SAHC \$100,000 to purchase a multifamily property. The final closings on the Habitat units will happen this week. SAHC will be receiving a check for \$18,000 - \$24,000 for its work on the project.

Personnel: The Personnel Committee will meet to discuss the transition plan for Ms. Kuzma to become Executive Director.

Residents Committee: Commissioner Kuhn attended the Art Show at the Vito Gallo building on June 16.

Public Relations: Our PR volunteer, Leigh Radsch, wrote an article on the tree planting at Glenwood Place that was published in the Alternative Press.

Buildings & Grounds: None.

PUBLIC COMMENT: Ms. Fortune commented that she thought it was not fair that the tenants did not get a chance to comment on the flat rent increase before the resolution was passed.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS: Resolution 12-27-06-02, Resolution Approving an Amendment to the Admissions and Occupancy Policy – Preference in Selection of Residents, is not a change in policy, but rather a clarification of a procedure already in place. It explains the various preferences and their weights on the waiting list.

Commissioner Poole moved for a Consent Agenda for Resolutions 12-27-06-01 – 12-27-06-02; Commissioner Halverstadt seconded the Consent Agenda.

- 12-27-06-01 Resolution Approving the Payment of Invoices
- 12-27-06-02 Resolution Approving an Amendment to the Admissions and Occupancy Policy – Preference in Selection of Residents

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 8:40 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, JULY 25, 2012

COMMUNITY ROOM, VITO A. GALLO BUILDING

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,
Melissa Kuzma, Deputy Executive Director