

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

Vice Chairperson Pamela Kuhn called the meeting to order at 7:04 p.m. in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Commissioner Richard Poole, Commissioner Pam Kuhn, Commissioner Coalter Pollock, Commissioner Steven Spurr, Commissioner Jeffrey Halverstadt and Commissioner Mary Zimmermann were present. Chairman Dennis White and Commissioner Steven Spurr were absent. Also present were Joseph M. Billy Jr., Executive Director, Peter Polcari CPA and Michelle Salazar Office Administrator.

Mr. Billy 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.

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

THE MINUTES OF THE September 18, 2013 REGULAR BOARD MEETING: The minutes of 9/18/13 were tabled to the next meeting due to not enough commissioners in attendance tonight who attended on 9/18/13 to vote.

PRESENTATION: Peter Polcari – Fee Accountant: Mr. Polcari presented the details of the 2014 budget and answered questions from the board members.

CHAIRPERSON'S REPORT: None due to absence of Chairman Dennis White.

REPORT OF EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy addressed the bed bug issue and the reoccurrence at 12 Chestnut. He also mentioned that due to the return of the bed bugs at Glenwood Place, he contracted Action Termite & Pest control to conduct a dog sweep of all properties.
- There are 24 additional units with bed bugs after Action came out to inspect all of the units and it will cost about \$13,000 to treat those units
- We are scheduling dates and times for Action to come out and treat

**Properties:**

- We are keeping more up to date with the habitual late payers
- The delinquent rent list is dwindling

Mr. Billy then entertained any questions from the Board.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

**Operations:** Commissioner Kuhn announced that for the first time all year, 12 Chestnut and Weaver Street are both fully occupied and Glenwood Place is down two vacancies. In regards to the Budget to Actual, we didn't get information from the city for the salaries. In regards to utility costs, we are up to date with almost everything except JCP&L because mail goes through a shuffle before we get it. Commissioner Kuhn asked if the Ganflec bills would continue to be so behind because the bills list reflected invoices from February-August of this year. Commissioner Kuhn also asked when Mr. Billy would be taking his certification courses and he said they are coming up in November and December. Commissioner Kuhn also asked a couple of questions in regards to the bills list such as why Action was so expensive but she was informed it was for bed bug treatment and also why our lawyers bill was so high and it was due to evictions and habitual late payer issues, and the bill for Door Doctor was to repair the garage door at Weaver Street.

**Affordable Housing:** Commissioner Poole stated that the Our House project was approved by Council so there will be four units available there. The Franklin Place project is still waiting to be resolved. The Gateway 2 project seems to be dead and the town should have resubmitted the plan but hasn't.

**Personnel:** None.

**Residents Committee:** None.

**Public Relations:** None.

**Buildings & Grounds:** Commissioner Pollock noted that due to the fall weather approaching there are some pine needles starting to show up on the grounds. Weaver Street has some build up in the gutters that should be cleaned. Commissioner Zimmermann also mentioned that there is a portion of white fence down by recycling and is an eye soar and it needs to be replaced.

PUBLIC COMMENT: None.

OLD BUSINESS: Commissioner Kuhn asked about the RAD program and Mr. Billy informed her that there would be two meetings coming up for all of the residents to attend at 12 Chestnut Avenue and also that we are in the process of putting together an application. Engineers are inspecting the properties to put together a Physical Condition Assessment Report so that we can submit the application by December 30, 2013. Commissioner Zimmermann also inquired about the lifespan of the properties and Mr. Billy informed her that the Physical Condition Assessment Report would help us answer questions in regards to our properties. Commissioner Zimmermann then inquired about the FSS program and she would like a report with updated information about the program and who is enrolled.

NEW BUSINESS: None.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

Resolution 13-23-10-1: Resolution Requesting Approval Of The Payment Of Invoices For The Period Of September 19, 2013 to October 23, 2013

Resolution 13-23-10-2: Resolution Approving The Annual Budget For The Fiscal Year January 1, 2014 to December 31, 2014

Commissioner Kuhn seconded the Consent Agenda.

The roll call on the Consent Agenda was taken and the resolutions were approved unanimously.

COMMON COUNCIL LIAISON: None.

EXECUTIVE SESSION: None.

There being no further business before the Board, Commissioners Pollock and Poole moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:10 p.m.

**UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES**

**Next Meeting**

**December:** WEDNESDAY, November 26, 2013

JANET WHITMAN ROOM, SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director