

MINUTES
SUMMIT HOUSING AUTHORITY
October 24, 2012

Vice Chairperson Pam Kuhn called the meeting to order at 7:00 p.m. in the Janet Whitman Room at Summit City Hall. The following Commissioners answered as present:

Commissioner Dennis White, Commissioner Richard Poole, Commissioner Jeff Halverstadt, Commissioner Steven Spurr, and Commissioner Coalter Pollock.

Also present were Louis A. Riccio, Executive Director, Melissa Kuzma, Deputy Executive Director, and Peter Polcari, Accountant.

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 SEPTEMBER 26, 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: None.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that work is about to start again on the roof, but we do not have a firm start date. We are still dealing with problems with the new heat pumps, which are being shipped back to the manufacturer to be fixed.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that Jessica Kirchenbauer, the ROSS grant coordinator, has held a number of programs for both the families and seniors. We are continuing extermination for bed bugs, mice at the senior building and cockroaches. We also had bushes removed from the railroad side of the senior building because they were blocking the ventilation of the heat pumps in the first floor apartments. Bushes were also removed from Glenwood Place, as we have been told that rats hide in them. We are continuing work on turnovers as we have quite a few tenants who need transfers to either larger or smaller apartments.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Vice Chairperson Kuhn noted that a CD rolled over at a rate of 1.25%. There were a couple of items on the bill list that were discussed, such as the gas for the generator and the leak in the roof of the coffee shop at 12 Chestnut.

Affordable Housing: Commissioner Poole reported that he and Mr. Riccio met with the Franklin Place developers and that they are considering buying a multifamily property that they would give to SAHC to provide the affordable units they are required for their development. The Affordability Assistance program is still in limbo because the money is not immediately at risk. Commissioner White inquired about a recent \$60,000 payment from the City's Affordable Housing Trust Fund.

Personnel: None.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: None.

PUBLIC COMMENT: None.

OLD BUSINESS: CTI, who did a presentation on Energy Performance Contracting at the September board meeting, is now working with Keansburg and Highlands Housing Authorities. We will see how things go with these two authorities to evaluate whether this is something we want to pursue here in Summit.

NEW BUSINESS: Peter Polcari presented the 2013 budget, the HUD budget and the state budget. Some of the areas discussed included personnel costs, contracts costs, and the use of Capital Funds for operations. Mr. Polcari reminded the board that all budget lines are fungible.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 12-24-10-01 – 12-24-10-11; Commissioner Halverstadt seconded the Consent Agenda.

- 12-24-10-01 Resolution Approving the Payment of Invoices
- 12-24-10-02 Resolution Approving Advertising for 2012 Audit
- 12-24-10-03 Resolution Approving Advertising for Landscaping
- 12-24-10-04 Resolution Approving Advertising for Accounting
- 12-24-10-05 Resolution Approving Advertising for Elevator Service
- 12-24-10-06 Resolution Approving Advertising for Generator Service
- 12-24-10-07 Resolution Approving Advertising for Automatic Door Service
- 12-24-10-08 Resolution Approving Advertising for Sprinkler Service
- 12-24-10-09 Resolution Approving Advertising for Legal Service

12-24-10-10 Resolution Approving Advertising for Fire Control Panel Service
12-24-10-11 Resolution Introducing Annual Budget for FY 2013

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 Pollock and Spurr moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:45 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, NOVEMBER 28, 2012
JANET WHITMAN ROOM, SUMMIT CITY HALL
SUMMIT, NJ 07901
7:00 PM

Respectfully submitted,
Melissa Kuzma, Deputy Executive Director