

MINUTES
SUMMIT HOUSING AUTHORITY
October 26, 2011

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 Kuhn, Commissioner Richard Poole, Commissioner Dennis White, Commissioner Jeffrey Halverstadt, 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 15, 2010, 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 28, 2011 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 Zimmerman reported that she attended the Mayor's Forum on Diversity, at which City Administrator Chris Cotter gave a presentation on the 2010 Census results. She was interested to learn that the number of Summit residents over the age of 85 had increased by 20%. This supports the Housing Authority's and the Summit Affordable Housing Corporation's position that more senior housing is needed.

REPORT OF EXECUTIVE DIRECTOR: Mr. Riccio reported that the roof and HVAC replacement project is still going on. The roofing company owes the Housing Authority approximately \$30,000 in liquidated damages for being so far beyond the promised completion date. The Housing Authority will apply for a CDBG grant for Year 38 (which begins Sept. 2012) for the windows at Weaver Street and a new fire panel for the Gallo Building. Mr. Riccio also announced that there will be a Board of Commissioners and Common Council retreat in February or March of next year. Please email Ms. Kuzma with any dates that are not available. Ms. Kuzma will call the Summit Hotel for pricing. Mr. Riccio also noted that there will be a Habitat Gala on February 28, 2012, at which he is being honored.

REPORT OF DEPUTY EXECUTIVE DIRECTOR: Ms. Kuzma reported that there was an article in the Independent Press on October 26 about the weatherization work Proceed did at Weaver Street and Glenwood Place. Proceed will also be replacing all of the refrigerators and heat pumps

at the Gallo Building. Ms. Kuzma also reported that the Family Self Sufficiency program is starting in November and that Ms. Trinkle from Norwescap will be giving a presentation on the program at the next board meeting. Apartment inspections are complete at Weaver Street and Glenwood Place and there are over 100 work orders as a result of those inspections. The Gallo Building is almost complete and there are far fewer issues at that location. Finally, Ms. Kuzma stated that she will be applying for a Junior League of Summit grant to replace the television in the Community Room at the Gallo Building.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS

Operations: Ms. Kuhn questioned the \$355,286 deposit and \$8,235 withdrawal in September. There were no questions on the Budget-to-Actual, and several explanations were given of bills on the bill list.

Affordable Housing: Mr. Poole reported that the Habitat build is progressing. He also reported that the Affordable Housing Committee met on October 11 and that there was not a lot of enthusiasm for affordable housing, but that they did agree to meet quarterly. The City's attorney stated in a letter that the Housing Trust Funds need to be committed by July 2012. Staff is still working with The Promenade owners to fill the three bedroom apartment, and advertisement has begun for the nine units that are part of the Summit Ave. development.

Personnel: Mr. Riccio wants a labor attorney to review our changes to the Personnel Policy, especially the changes regarding benefits.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: Commissioner Pollack brought a list of issues from Weaver Street and Glenwood Place. Many of the items will be resolved prior to the REAC inspection on December 7; some are related to landscaping which will be addressed in the spring.

PUBLIC COMMENT: None.

OLD BUSINESS: The Flat Rent discussion will be postponed until January 2012.

NEW BUSINESS: None.

CORRESPONDENCE: None.

PUBLIC HEARING:

A public hearing was called for the express purpose of reviewing the Annual Plan for fiscal year 2012. The public was informed of this hearing and asked to advise the Board of Commissioners of any concerns they had with the plan or to advise the Board of any additions or deletions to the plan.

No member of the public wished to voice any issues pertaining to the Annual Plan and the formal public hearing was closed.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for Resolutions 11-26-10-1 - 11-26-10-8; Commissioner Halverstadt seconded the Consent Agenda.

- 11-26-10-1 Resolution Approving the Payment of Invoices
- 11-26-10-2 Resolution Approving Advertising for 2011 Audit
- 11-26-10-3 Resolution Approving Advertising for Landscaping
- 11-26-10-4 Resolution Approving Advertising for Accounting
- 11-26-10-5 Resolution Approving Advertising for Legal Service
- 11-26-10-6 Resolution Approving a Revision to the Procurement Policy
- 11-26-10-7 Resolution Approving the Annual Plan
- 11-26-10-8 Resolution Approving the Annual Meeting Schedule for 2012

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 8:30 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

WEDNESDAY, NOVEMBER 9, 2011
JANET WHITMAN ROOM, SUMMIT CITY HALL
SUMMIT, NJ 07901
7:00 PM

Respectfully submitted,
Melissa Kuzma, Deputy Executive Director