

MINUTES
SUMMIT HOUSING AUTHORITY
February 26, 2014

Vice Chairwoman Pamela Kuhn called the meeting to order at 7:08 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 and Commissioner Mary Zimmermann. Chairman Dennis White, Commissioner Jeffrey Halverstadt and Commissioner 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 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 in newspapers of local circulation.

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

MINUTES: January 22, 2014. Commissioners Poole and Zimmerman moved and seconded approval of the minutes. Upon roll call, all members voted in the affirmative and the minutes were approved.

CHAIRPERSON'S REPORT: None.

REPORT OF EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Mr. Billy started by discussing the bills list and emergency repairs done at the end of January in a unit at Weaver Street due to a tenant shutting off the heat completely in their apartment while they were away for several weeks during the freezing weather. SHA contacted the plumber and handyman to come in and do repairs as soon as possible and the repairs totaled \$4,700, which the tenant is repaying to the housing authority in monthly installments. Commissioner Poole suggested sending a letter out to all tenants not to shut off their heat in the winter months, in order to avoid future problems.
- Mr. Billy mentioned staff responses to recent snow and ice conditions. He mentioned one tenant called at about 8:45 a.m. complaining about ice on the sidewalk. The same tenant called back no less than 5 minutes later to report that her daughter had slipped and fallen on the ice. We advised the tenant to come in and file an incident report. As of this date, she has not done so yet. Staff was addressing multiple ice situations that morning in priority order. One major concern was cleaning up the snow and ice behind the 12 Chestnut building for the safety of our seniors and accessibility to their vehicles.
- There is a bill for \$160.00 from the City for tickets for seniors cars being parked in the Municipal parking lot.

- The housing authority budget was approved by the state.
- Rent delinquencies are drastically cut down. Currently three families are being met with in regards to coming up with a solution to their past due balances which are over \$1,000 each.
- The seniors at 12 Chestnut will be receiving magnets with our emergency after hour's number for their refrigerators.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn mentioned that most of the questions she did have were already answered by Mr. Billy from his report. Commissioner Kuhn did ask if the bill for the repairs to main lobby door at 12 Chestnut were to replace the door or to repair it and Mr. Billy said that the entire operating mechanism had to be replaced because the parts were not available, to repair the existing unit. Commissioner Kuhn also asked if the outside lighting at 12 Chestnut was repaired or completely replaced and Mr. Billy mentioned that the lighting was repaired. Commissioner Kuhn also mentioned that there was a CD that came up for renewal. Commissioner Kuhn then discussed the Housing Manager report and that Glenwood and Weaver are both at capacity for now but that 12 Chestnut is down one tenant. Commissioner Kuhn mentioned that the Budget to Actual report needs to be adjusted because the salaries column is not right because it should not be blank, the percentages are off, and the utility bills are showing an accrual from 2013 on the report as well. There was also a funding allocation drawn down by Mr. Billy, but there was no note of that in the report either. Commissioner Zimmermann would like numbered footnotes on the budget to actual as well. Mr. Billy suggested that Commissioner Kuhn meet with the new accountant Bill Katchen and go over the changes she would like made.

Affordable Housing: Commissioner Poole reported that the Our House group received the \$400,000 from the city's affordable housing trust for their group home project. The next meeting of the city's affordable housing committee should be scheduled for mid-March. He met with Frank Bolton of the Friends of Cappy. That group would like to name something in town to acknowledge the life of Capitola Dickerson. Cappy was very involved with Habitat for Humanity and they may do something to honor her. Commissioner Poole suggested that the authority possibly consider something dependent on what the Friends group comes up with. He will keep us posted. He also stated that some discussion should be undertaken regarding the future of the Summit Affordable Housing Corporation (SAHC) since at last month's meeting it was discussed that the possible donation of a newly constructed 2 family house on Franklin Place would be coming to the Housing Authority and not the SAHC, and there is no current or anticipated future projects for the SAHC.

Personnel: None.

Residents Committee: None.

Public Relations: None.

Buildings & Grounds: Commissioner Pollock opened his discussion by mentioning that the gutters are down at the Weaver Street community room building. Mr. Billy informed him that the SHA staff has been in contact with our gutter guy and that he mentioned that the gutters installed at Weaver Street have industrial helmets and he is unable to work on them. Mr. Billy mentioned the possibility of removing the helmets and using standard commercial gutters. Commissioner Pollock also mentioned that the trees are bowed due to the ice and snow at Weaver Street and the need for possible future shrubbery replacements. He then discussed the screen hanging off of a door at 6 Glenwood Place and that the tenant has a lot of stuff on the floor of the patio. Commissioner Pollock finished up by saying that all of the snow, and ice has made inspections difficult.

PUBLIC COMMENT: None.

OLD BUSINESS: Hayden has filed suit against the housing authority and all paperwork has been forwarded to the attorney, William Connelly.

NEW BUSINESS: Mr. Billy presented a letter from attorney William Connelly to the SHA regarding new property donation, on Franklin Place, as well as an opinion by our fee accountant, Bill Katchen.

CORRESPONDENCE: None.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 14-26-2-1: Resolution Approving the Payment of Invoices for the period of 1/23/14 to 2/26/14
- 14-26-2-2: Resolution Approving Official Travel To and From Washington, D.C. By The Executive Director to Attend the 2014 NAHRO Legislative Conference on March 9-12, 2014
- 14-26-2-3: Resolution Approving Official Travel To and From Atlantic City, NJ by the Executive Director and One Staff Person to Attend the NJNAHRO Annual Conference and Trade Show on April 22-25, 2014

Commissioner Pollock seconded the Consent Agenda.

Upon roll call on the Consent Agenda, 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 Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:16 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

WEDNESDAY, MARCH 26, 2014

COMMUNITY ROOM, 12 CHESTNUT STREET

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Joseph M. Billy, Jr., Executive Director