

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**February 25, 2015**

Chairperson Pamela Kuhn called the meeting to order at 7:00 pm in the Janet Whitman Room in the Summit City Hall. The following Commissioners were present:

Chairperson Pamela Kuhn, Commissioner Dennis White, Commissioner Jeffrey Halverstadt (via tele-communications) and Commissioner Mary Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator. Commissioners Richard Poole, Coalter Pollock and Steven Spurr were absent.

Mr. Billy read the Open Public Meetings Act Notice, "Adequate notice of this 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 10, 2014, 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 posted on the Authority's website.

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

THE MINUTES OF THE January 28, 2015 MEETING: Commissioners Zimmermann and White moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: None.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- Much of the month of February has been spent preparing for the REAC inspection for Friday, February 27, 2015.
- We had a pre-inspection company come out at the end of January and they inspected all the units with anticipated REAC findings.
- The staff has been going through all the units on all sites and all work orders related to the REAC pre-inspection will be completed by 2/26/15.
- The board meeting packet contains resolutions for the landscaping contract and the stair replacement project for Weaver Street to be awarded. The Capital Fund allocation for 2015 including the Annual Statement which allocates the funding to operations.
- There is an RFP out for A&E contract services because the existing contract is close to its maximum.
- Today at 2:15 pm, I made a presentation to the CDBG committee in Cranford, NJ for the application that was submitted to get some partial funding for the staircases at Weaver Street. We had asked for \$37,000 for this project from the county.

\*Commissioner Mary Zimmermann asked if Mr. Billy knew what the competition was as far as receiving money from the Committee to which Mr. Billy replied no. Mr. Billy is given a list of applicants for the Housing sub-committee because he serves on that committee but the other applicants he doesn't know.

\*Commissioner Mary Zimmermann if the staircases at Weaver Street were going to be replaced. Mr. Billy replied that the staircases at Weaver Street will be replaced whether or not receive money from CDBG and rehabilitation funds from the City of Summit. The contract for the staircase replacement will be awarded this evening.

\*Chairperson Pamela Kuhn asked if there was any new news in regards to RAD. Mr. Billy replied that there has been nothing new since the letter that was received in January.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

**Operations:** Commissioner Halverstadt mentioned that he was having technical difficulties opening his board packet to which Mr. Billy said he could provide some of the high points. The treasurer's report showed that the CD that is held at Union County Savings was rolled over for another 6 months. The Budget to actual for January is pretty minimal because most of the expenses paid in January were related to December of 2014 and Mr. Billy has asked the accountant Bill Katchen to prepare a revised Budget to Actual for the month of December. The Housing Manager's report shows that all three sites are currently fully occupied.

\*Commissioner Dennis White asked when do tenants get recertified. Mr. Billy replied that it is done annually based on their original lease date. At the time of recertification the tenant provide income information such as their tax return and paystubs. Mr. Billy also mentioned that HUD has just issued a proposed rule where recertification's for Senior residents will be done every two years.

\*Chairperson Pamela Kuhn noted that there were two large bills on the monthly bills list. One of which was for Ramtown Floors for the new tile floor on the first floor at 12 Chestnut. The second was for Summit Hardware due to a new power lift for the snow plow on one of the maintenance trucks and the purchase of 3 pallets of calcium due to the harsh winter.

**Affordable Housing:** The Summit Housing Authority has sent something in regards to the rental rehabilitation funding to the City of Summit because they wanted to have the units noted as substandard so our engineer stated that those two components are substandard. Beth Kinney mentioned to Mr. Billy that she would have Gary Lewis go and do a thorough inspection himself and if he can determine that those components are substandard then maybe they will be able to move along. The components being mentioned are the windows and the staircase. There is no further movement on 31 Russell Place.

**Personnel:** Commissioners Zimmermann and Spurr will be meeting shortly to discuss annual review of the E.D. and salary adjustments.

**Residents Committee:** Mr. Billy gave Commissioner Dennis White the YMCA calendar of events for 12 Chestnut Ave.

\*Commissioner Dennis White mentioned that he would like to talk to other Commissioners who have served on the Residents Committees and see what has been done in the past. Mr. Billy mentioned that it is mainly social. Dennis White asked if there was a Residents Association at Glenwood Place and Weaver Street and Mr. Billy replied that there is really no residents association that is functioning. There is no elected body or organization as far as a tenants or residents association.

**Buildings & Grounds:** The sidewalks are clean right now from all of the snow. Commissioner Zimmermann noted that the garbage area looks much better and neater now at Glenwood Place.

\*Chairperson Kuhn asked if we can lose points on REAC for the staircases at Weaver Street. Mr. Billy replied that he doesn't know exactly. It is based on the judgement of the inspector.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: Mr. Billy handed out information about the Rental Rehabilitation program.

RESOLUTIONS:

Commissioner White moved for a Consent Agenda for:

- 15-25-2-1: Resolution Requesting Approval of the Payment of Invoices for the period January 29, 2015 to February 25, 2015
- 15-25-2-2: Resolution Authorizing the Award of a Contract to MAVA Landscape, Inc. of Summit, NJ to Perform the 2015 Landscape & Grounds Maintenance at all Authority Sites in an Amount Not to Exceed \$14,790.00
- 15-25-2-3: Resolution Authorizing the Award of a Contract to Priore Construction Services, LLC of Little Falls, NJ for the Stair Replacement at Building D of 2 Weaver Street in an Amount Not to Exceed \$132,342.00.
- 15-25-2-4: Resolution Adopting the 2015 Capital Fund Grant Program Annual Statement
- 15-25-2-5: Resolution Approving Official Travel to and from Atlantic City, NJ by the Executive Director and One Staff Person to Attend the N.J.N.A.H.R.O 2015 Annual Conference and Trade Show on April 21-24, 2015

Commissioner Halverstadt 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.

There being no further business before the Board, Commissioners Zimmermann and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:35 p.m.

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

**Next Meeting**

WEDNESDAY, March 25, 2015

Vito A. Gallo Building – Community Room

SUMMIT, NJ 07901 - 7:00 PM

Respectfully submitted,  
Joseph M. Billy, Jr., Executive Director