

MINUTES
SUMMIT HOUSING AUTHORITY
July 24, 2013

Chairperson Dennis White called the meeting to order at 7:05 p.m. in the Community Room of The Vito A. Gallo Building. The following Commissioners were present:

Commissioner Richard Poole, Commissioner Pam Kuhn, Commissioner Steven Spurr, Commissioner Jeffrey Halverstadt, Commissioner Coalter Pollock, Commissioner Mary Zimmermann and Chairman Dennis White. 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 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.

APPROVAL OF THE MINUTES OF THE June 26, 2013 REGULAR BOARD MEETING:

Commissioners Halverstadt and Spurr moved and seconded approval of the Minutes. The roll call was unanimous and the minutes were approved.

CHAIRPERSON'S REPORT: Chairman White mentioned the packet mailed out to City Hall officials in regards to the parking lot adjacent to 12 Chestnut.

REPORT OF EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- A discussion between himself and Council Member Greg Drummond Re: Chestnut Parking Lot
- Analysis of A/P ongoing and any habitual late payers and non-paying tenants are being forwarded to SHA attorney
- The issue with Home Depot Credit Services and Everbank to be added to the "Prepayment" column on monthly Bills List to avoid further fee and late fee charges.
- Discussed The Rental Assistance Demonstration program.
- Considering putting out an RFP for A&E services to have an Architect/Engineer firm available when needed.
- Reminded everyone that there would be no August meeting.
- Requested that we reschedule the September board meeting to Wednesday, September 18, 2013.

Properties:

- Roof at 12 Chestnut is still in litigation.
 - Fire panel inspection went well, last inspection by the fire department was today.
 - Mice are down in population but it is still an ongoing issue.
- There was one eviction at Glenwood for this month and they will be out by August 1st

Mr. Billy then entertained any questions from the Board.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

Operations: Commissioner Kuhn discussed the Housing Manager's report noting that Glenwood is fully leased, we have one vacancy at Weaver, and we are close to full occupancy at Chestnut. The Treasurer's Report showed nothing except there is a CD coming up to renew 7/25/13. Budget to actual showed nothing outstanding. Commissioner Kuhn also noted the money we paid on the fire alarm panel was one thing that stood out for its cost but that there is a grant from the county for \$25,500 for the fire panel.

Affordable Housing: None. There will be a meeting on 8/1/13 at 8 am of the City's Affordable Housing Committee to discuss Franklin Place and affordable housing possibilities and the Affordability Assistance Program.

Personnel: None.

Residents Committee: None.

Public Relations:

Buildings & Grounds: Commissioner Pollock noted that the downspouts at Glenwood have been corrected and that the property looks good except there is seepage through when there is rain so there is a hole dug in behind one of the buildings to repair. Commissioner Pollock also stated that the Weaver street building looks great and so does its landscape and that there are two lights out in the back by the high school.

PUBLIC COMMENT: In attendance was Ms. Denise Miles, a tenant of 210B Chestnut Avenue and was attending the meeting for participation. No issues at this time.

OLD BUSINESS: Chairperson White discussed the washers and dryers' receipts and it's allocation. Fund raising can be an opportunity for Affordable Housing.

NEW BUSINESS: None.

CORRESPONDENCE: Mr. Billy mentioned a letter from the City Clerk acknowledging the packet we sent regarding the proposed redevelopment area at 12 Chestnut Avenue.

RESOLUTIONS:

Commissioner Pollock moved for a Consent Agenda for Resolution 13-24-07-01 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 Poole and Zimmermann moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:05 p.m.

UPCOMING SUMMIT HOUSING AUTHORITY MEETING DATES & TIMES

Next Meeting

September: WEDNESDAY, September 18, 2013
JANET WHITMAN ROOM, SUMMIT CITY HALL
SUMMIT, NJ 07901
7:00 PM

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