

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**May 25, 2011**

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

Vice Chairperson Kuhn, Commissioner Jeffrey Halverstadt, Commissioner Richard Poole, Commissioner Dennis White, Commissioner Steven Spurr, and Commissioner Coalter Pollock.

Also present were Louis A. Riccio, Executive Director, Melissa Kuzma, Deputy Executive Director and Ellen Dickson, Council Liaison.

**APPROVAL OF THE MINUTES OF THE APRIL 27, 2010 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 meeting on May 19 where the Superintendent of Schools discussed the achievement gap.

**REPORT OF EXECUTIVE DIRECTOR:** Mr. Riccio reported that the 2011 Operating Budget will be cut 17-20%. We have not yet received the official notification, but it will be in this range. We will need to tighten belts for the rest of the year since we did not budget for this decrease and we are already five months into the year. The Capital Fund will probably also be cut. We may have issues about using our reserves for the roof project, but it had to be done. The roof project is underway. Contractors tore off the lower roof that day. We are also looking into the possibility of installing solar panels at Glenwood Place. Mr. Riccio would like to see a 5-year return. We may still go in with the city, but we will have to wait until they decide how they're going to proceed; we can't contribute to the research phase.

**REPORT OF DEPUTY EXECUTIVE DIRECTOR:** Ms. Kuzma reported that the maintenance men have been working on turnovers, with three at Weaver Street completed this month. We are ready to have the dumpster installed at Glenwood Place, which should help take care of the messy garbage area and rat problem we've been having.

**RESIDENT ASSOCIATION REPORTS:** None.

**COMMITTEE REPORTS**

**Operations:** Ms. Kuhn noted that one CD came due this month and the balance was put into the checking account. Ms. Kuhn also pointed out the monthly dumpster charges on the bill list; Mr. Riccio stated that the amount we are paying for dumpster will be subtracted from our PILOT payment at the end of the year. Ms. Kuhn also noted that on the Budget-to-Actual extraordinary maintenance increased by \$803,000 which

means we are now running a deficit. We will add money from the Capital Fund to the budget and pay the rest from reserves.

**Affordable Housing:** Mr. Poole reported that the Habitat build is progressing. A roofer may volunteer his services. Pastor build day is in June. The Housing Authority staff will be volunteering on June 23; if any commissioners want to also come that day, let Melissa know. The 2 Walnut 202 project had to be pulled because we would not have had enough time to complete the application. We would have needed an ordinance which takes 45 days and we only had two weeks. We may look into doing the project with tax credits or try for the 202 again next year. Norm Miller and Toni George are new members of the SAHC board, and Mr. Poole met with another potential member, Doug Cohen, before the meeting. The last Promenade apartment is ready to be leased and is being advertised. The lottery will be held June 8.

**Development:** None.

**Personnel:** Commissioners White and Spurr will be on the Personnel Committee.

**Residents Committee:** None.

**Public Relations:** None.

PUBLIC COMMENT: None.

OLD BUSINESS: Flat rent will be discussed at the June meeting.

NEW BUSINESS: MASS (Management Assessment Sub-System) has been completed and must be submitted (see Resolution 4). MASS is part of REAC and measures key management operations and responsibilities of Public Housing Agency for the purpose of assessing the PHA's management operations capabilities.

CORRESPONDENCE: None.

RESOLUTIONS:

- 11-25-05-1 Resolution Approving the Payment of Invoices
- 11-25-05-2 Resolution to Renew Membership in the New Jersey Public Housing Authority Joint Insurance Fund
- 11-25-05-3 Resolution Approving Indemnity and Trust Agreement for the New Jersey Public Housing Authority Joint Insurance Fund
- 11-25-05-4 Resolution Approving MASS Submission

The roll call on the Consent Agenda was taken and the resolutions were approved unanimously.

COMMON COUNCIL LIAISON: Ellen Dickson was present and spoke about the video cameras that will be installed in the downtown area. She also reported that interns are going to be working at City Hall this summer and that the next Council meeting will be June 8.

There being no further business before the Board, Commissioners Poole and Spurr moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:15 p.m.

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

WEDNESDAY, JUNE 22, 2011

JANET WHITMAN ROOM OF THE SUMMIT CITY HALL

SUMMIT, NJ 07901

7:00 PM

WEDNESDAY, JULY 27, 2011

**COMMUNITY ROOM – VITO GALLO BUILDING, 12 CHESTNUT AVENUE**

SUMMIT, NJ 07901

7:00 PM

Respectfully submitted,

Melissa Kuzma, Deputy Executive Director