

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

Chairperson Pamela Kuhn called the meeting to order at 7:23 pm in the Community Room in the Vito A. Gallo building. The following Commissioners were present: Chairperson Pamela Kuhn, Commissioner Richard Poole, Commissioner Steven Spurr and Commissioner Mary Zimmermann. Also present were Joseph M. Billy, Jr., Executive Director and Michelle Salazar, Office Administrator. Commissioners Dennis White, Jeffrey Halverstadt, and Coalter Pollock were absent.

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 Meeting Notice dated December 10, 2014, setting forth the date, time and place of this meeting. Said notice was filed with the City 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 February 25, 2015 MEETING: The minutes were tabled due to a quorum of commissioners who attended that meeting not being present tonight.

CHAIRPERSON'S REPORT: None.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Billy updated the Board on the following topics:

- The REAC inspection was held on 2/27/15.
- There were three units with inoperative smoke detectors due to the tenant tampering with the unit. Notices to cease were sent out to each tenant.
- One apartment was noted as having a blocked emergency exit and one apartment failed due to a misaligned chimney for the hot water heater.  
All violations were abated within 24 hours.
- The housing authority has received a commitment letter from RAD and we must choose if we will go ahead with the RAD program. The housing authority's fee accountant Bill Katchen will meet with Mr. Billy to discuss their options.
- An RFP has been published and is due on April 9th for a RAD Technical Consulting Services.
- Our Union County CDBG grant application for \$37,200 to assist with the Weaver Street Staircase Replacement was approved.
- NJ Division of Pensions is still waiting on Social Security to approve the housing authority employee's enrollment in PERS. We continue to persevere.

RESIDENT ASSOCIATION REPORTS: None.

COMMITTEE REPORTS:

**Operations:** Chairperson Kuhn noted that we are fully occupied at all three sites. The budget to actual reflects the original numbers before the housing authority received the spreadsheet for the salaries. The bills list for March 2015 reflects the salary reimbursements to the City of Summit.

**Affordable Housing:** Commissioner Poole mentioned that he has been keeping an eye on the Planning Board agenda's but nothing yet scheduled regarding the two affordable units at 31 Russell Place. Mr. Billy has also had the opportunity to meet with Peter Bieber, architect for the project, and confirmed the same. Also Mr. Billy will be meeting with Beth Kinney in regards to the proposal for Rental Rehab funding.

**Personnel:** None.

**Residents Committee:** None.

**Buildings & Grounds:** Commissioner Spurr would like to do a tour of the three sites.

OLD BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: Mr. Billy handed out updated information about our proposal to the city for Rental Rehabilitation funds.

EXECUTIVE SESSION: Commissioners Spurr and Zimmermann moved to enter into Executive Session. All members voted in the affirmative.

Commissioners Poole and Zimmermann moved and seconded going back into public session. All members voted in the affirmative.

RESOLUTIONS:

Commissioner Poole moved for a Consent Agenda for:

- 15-25-3-1: Resolution Requesting Approval of the Payment of Invoices for the period February 26, 2015 to March 25, 2015

- 15-25-3-2: Resolution Authorizing the Award of a Contract to Aparri Engineering LLC of Hackensack, NJ to Provide Professional Architectural & Engineering Services on an As Needed Basis with a Contract Limit not to Exceed \$50,000.00
- 15-25-3-3: Resolution Authorizing a Salary Increase of 2.0 % for All Summit Housing Authority Employees for Fiscal Year 2015 Retroactive to January 1, 2015.

Commissioner Zimmermann 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 Poole and Spurr moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:35 p.m.

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

##### **Next Meeting**

WEDNESDAY, APRIL 29, 2015: 7:00 PM  
Janet Whitman Room - Summit City Hall  
Summit, N.J. 07901

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