

MINUTES
SUMMIT HOUSING AUTHORITY
April 27, 2022

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairperson Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Dresdale, Kendellen, Walker, Whipple and White. Also present were Executive Director Keith D. Kinard, Deputy Director Jacqueline Gray, Housing Manager Jackie Roundtree and Office Administrator Mayda B. Kuriawa. Mr. Kinard 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 22, 2021, setting forth the date, time, and place of this meeting. Said notice was filed with the City Clerk of the City of Summit, published in the local newspapers of record and posted on the Authority's website.

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

THE MINUTES OF MARCH 23, 2022: Commissioners Dresdale and Walker moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Kinard updated the Board on the following topics:

- Activities continue at Chestnut, Glenwood and Weaver. Sue Fieseler (Social Coordinator) is working on intergenerational programs between the Chestnut senior tenants and the children at Glenwood and Weaver. Katie Ladner (Social Worker) is visiting the family sites. She alternates weekly between the sites. There is a noticeable increase in participation during these sessions. She continues to work at Chestnut on Mondays.

- We are excited to have a new Art Director at Chestnut. She is a tenant at Chestnut and her name is Elizabeth Kozlowski (a.k.a. Betsy). She comes to us with a creative arts background. She is doing a phenomenal job with her new position. This summer we are

having the Arts Room painted and set up as a multi-purpose room for the tenants. Some of the new activities planned for this room will be computer lab training and music programs.

- Summit Housing Authority hired two new employees. Vincent Torres is our full-time maintenance worker. John Williams is our part-time maintenance worker. We are delighted that they have joined our team.

Finance/Operations: (Commissioner Walker) After reviewing the Operations Report SHA is in good shape financially. All vacant units will be leased by 05/01/22. Rental income charged/collected was above average for March.

Personnel & Policy Committee: (Commissioner Kendellen) Personnel Policy was updated and will be distributed to employees. Rashan Womack was promoted to Maintenance Supervisor. Deputy Director Jacqueline Gray reviewed the Pet and Parking Policies in detail that exist at the Housing Authority.

Residents Committee: (Commissioner Dresdale) Lack of tenant parking is an issue at Chestnut. Keith is looking into different things that can be done to alleviate this problem. A “check in” service will be set up at the senior building. The Social Workers are developing a plan for tenants to check and see if they are safe and well.

Buildings & Grounds: (Chairperson Galietti) A proposal is being considered to re-decorate the lobby and common areas on all floors at Chestnut. The Summit Fire Department inspected the Chestnut building after a tenant fire. (02/22/22) Recommendations were made that need to be addressed in the building. Remodeling the stairs at Weaver and landscaping of all the properties are on the list of projects also being discussed.

PUBLIC COMMENT: =NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

- 22-27-4-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of March 24, 2022, through April 27, 2022.

Commissioners Dresdale and Kendellen moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

- 22-27-4-2: Resolution Requesting the Approval to Enter into a Contract with Novogradac & Company LLP in the Amount of \$10,300 for Auditing Services for FYE 2021.

Commissioners White and Whipple moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

- 22-27-4-3: Resolution Adopting a Revised Personnel Policy and Procedures Manual.

Commissioners Whipple and Walker moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

- 22-27-4-4: Resolution Ratifying an Emergency Work and Payment to T.W.J Contracting Inc. to Install Two ADA Compliant Showers at 12 Chestnut Avenue in the Amount of \$12,800.

Commissioners Kendellen and Whipple moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

- 22-27-4-5: Resolution Authorizing and Approving a Shared Services Agreement Between the Morristown Housing Authority and the Summit Housing Authority

Commissioners Kendellen and White moved and seconded approval of resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

Council Liaison: (Greg Vartan) (Not in attendance but provided a report)

COVID Update: Health emergency has been lifted so the city is no longer being updated on case counts on a regular basis - but the information is still available via the State of NJ COVID-19 dashboard

Broad Street Update:

Three reasons this is necessary

1. Municipal debt is now the third largest expenditure in our budget
2. Value of the property is rising - but not quickly enough to match the loss or stagnation of revenue sources
3. We have an obligation to facilitate the construction of affordable housing

The project as proposed helps solve for these problems by:

1. Off-setting municipal debt with the \$8M sale of the land
2. Bringing in a steady stream of revenue (about \$650K/year for the next 30 years) through the PILOT agreement
3. Building 21 more affordable housing units plus 7 workforce units

More information forthcoming about parking.

There being no further business before the Board, Commissioners Dresdale and Ellis moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:05pm.

NEXT MEETING DATE

**Wednesday May 25, 2022, at 7:00 pm
1-6 Glenwood Place – Community Room**

Respectfully Submitted,
Keith D. Kinard, Executive Director/Secretary