

MINUTES
SUMMIT HOUSING AUTHORITY
February 22, 2023

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Executive Director Keith Kinard called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Dresdale, Ellis, Kendellen, Whipple and White. Commissioner Walker was absent. 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 29, 2022, 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 FEBRUARY 22, 2023: Commissioners Kendellen and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – No Report

REPORT OF THE EXECUTIVE DIRECTOR:

- Social activities at all sites have included crafts, exercise classes, Men's group social, Superbowl party, Ice Cream Social, Nutella Day Celebration, and many other fun events. Our social worker has been working with tenants and LIHEAP (Heating Assistance/Low Income Home Energy Assistance Program) to receive aid with the high cost of utility bills.
- A new intercom system was installed at Chestnut. The Housing staff will be conducting training sessions for the tenants so they can have a better understanding of the new system.

- New awnings were put up at Broad Street, railroad side and parking lot entrances. They look wonderful and will protect the tenants from the outside elements when coming or going from the building. Signs were ordered to make sure deliveries are brought to the main front door entrance. New FOB keypads were set up at the side entrances. This was done to address some tenant security concerns.

Finance/Operations: (Commissioner Whipple Jr.) (Finance) Commissioner stated that we closed the 2022 year with a positive number. The bills for December 2022 are still being paid. This will off-set the reporting on the normal operating expenses. No concerns to report. (Operations) The rent collection was at 95% for the month of January. There are a few units that are being leased in March. Work is being done on some units that are being turned over. Work orders for 2022 were completed in a timely manner.

Personnel & Policy Committee: (Commissioner Kendellen) SHA staff will be receiving their annual salary increases. The Personnel Committee will be reviewing the Admissions and Occupancy Policy.

Residents' Committee: (Commissioner Dresdale) Commissioner Dresdale attended the tenant meetings. There are still some concerns with lighting around the outside the Chestnut building. There will be CPR classes at the family sites in April. Sue Fieseler, our Social Coordinator, will be hosting the classes. The tenants will learn how to respond to an emergency, perform hands only CPR and understand how to use an AED. Commissioner Ellis spoke about the safety concerns at Glenwood. She also brought up that the Community and Laundry rooms at Glenwood need to be updated. The Executive Director stated that there are plans to modernize those rooms and SHA is considering purchasing some additional larger washing machines for all the sites.

Buildings & Grounds: (Chairperson Galietti) – Commissioner requested the creation of a list of the Capital Improvement Projects for 2023.

Re-Development Committee: (Commissioner White) – The Committee (Commissioner White, Commissioner Galietti, Commissioner Whipple Jr., Executive Director Keith Kinard and Deputy Director Jacqueline Gray) and CSG Advisors met with four potential developers on February 8th and February 13th who responded to the RFP. Their presentations varied from extensive renovations which may include construction of additional units to the properties. A follow up meeting is scheduled for March 3, 2023 with the financial advisors.

PUBLIC COMMENT:

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-22-2-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of January 26, 2023, through February 22, 2023.

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

23-22-2-2: Resolution Approving the Establishment of Salaries for the 2023 Fiscal Year.

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

23-22-2-3: Resolution Authorizing the Award of a Contract to Metro Elevator of Kenilworth, NJ to Perform Elevator Maintenance Services at 12 Chestnut Avenue for the Period 03/1/23-02/29/24 in Amount Not To Exceed \$8,500.00.

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

Council Liaison: (Greg Vartan):

The City of Summit held their Housing Committee Meeting. There is no update on the Broad Street West Project. PSE&G will be updating the city gas lines shortly in downtown Summit area.

There being no further business before the Board, Commissioners Whipple Jr. and Kendellen moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:35pm.

NEXT MEETING DATE

Wednesday – March 22, 2023, at 7:00 pm
Vito A. Gallo Building – Community Room

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