

**MINUTES  
SUMMIT HOUSING AUTHORITY  
October 25, 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, Ellis, Kendellen, Walker, Whipple and White. Also, present were Executive Director, Keith Kinnard, 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 OCTOBER 25, 2023: Commissioners Kendellen and White moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Commissioner Galietti made a request for the Commissioners to remain after the meeting for a closed session. Commissioner White will provide an update on the RAD II Renovation Project today. She visited the remodeled SHA office and was pleased with the outcome. The employees worked very hard to get this done while conducting normal business.

REPORT OF THE EXECUTIVE DIRECTOR:

- Renovation in the main office is complete. The staff is settling back into a normal routine. It was a lot of work for the staff, but the results are wonderful.
- We submitted a request for remodification of our scope of work for the CDBG Year 49. This includes carpeting and window treatments in the Chestnut Community Room; installing of the fire suppression cans over the stove tops for all the units at Chestnut to prevent future fires in the building and four-way camera installations in the front lobby and entryways. At the Glenwood Community Room, we will be putting in new flooring, furniture and setting up a new hvac ptac system for heating and cooling system.

- HOTMA (Housing Opportunity Through Modernization Act 2016) rules have been issued by H.U.D. The rules change the income and asset calculation requirements for our tenants. The staff will have to be appropriately trained. We will be discussing these changes and how they will impact our tenants at our next meeting.
- Executive Director reported on the 2023 Capital projects. Out of the 29 projects on the list, 20 have been completed, 3 have been moved to be re-considered in 2024. The balance of the projects will be completed by year end.

**Finance/Operations:** (Commissioner Whipple) SHA is reporting high revenue at this time due to high interest rates and rent collections. We should be at \$90,000-\$100,000 in the positive for the year. The Budget for 2024 was submitted and it looks good. At the next Board Meeting we will approve the budget for 2024. We currently have three vacancies at our sites. They will be turned over in November. Rent collection is strong everything is on track. Work orders numbers are lower than usual but there are explanations for those numbers. Nothing to report.

**Personnel & Policy Committee:** (Commissioner Kendellen) The committee met this week. The renovation in the office is complete. SHA is preparing a job description for a part time office worker. Staff training continues at the office.

**Residents' Committee:** (Commissioner Walker) Commissioners Walker and Ellis attended the Family and Senior Tenant Meetings. Overall, the meetings were good. The tenants feel that there are some issues that have been left unresolved. Security deposits, repayment agreements and outdoor charcoal/gas grills were some of the things that were brought up at the meetings. Andrew Walker would like to introduce a tracker system for items that need to be addressed. He feels this would alleviate the disconnect between staff and tenants. The tenants are looking for answers and direction. The Executive Director said that the office would produce this spreadsheet and make sure it is shared with the tenants.

**Buildings & Grounds:** (Chairperson Galietti) – Executive Director went through all of the capital projects that were completed and still pending. We will meet in the new year to discuss the projects for 2024.

**RAD II Renovation:** (Commissioner White) – The Commissioners met with the Orbach Group to discuss the proposed scope of work for the project.

PUBLIC COMMENT:

**Wanda Fortune** (Glenwood Tenant): Tenants need an open line of communication with SHA management. There are issues that still need resolve. Keith addressed this matter and will work with staff to provide an outcome for all items in question.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-25-10-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of September 28, 2023 through October 25, 2023.

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

23-25-10-2: Resolution Ratifying an Emergency Work and Payment to Genserve LLC to Replace the Emergency Generator's Engine Water Pump at 12 Chestnut Avenue in the Amount of \$4,550.60.

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

23-25-10-3: Resolution Authorizing the Execution of an Amendment to the Flooring Services Contracts Between Ramtown Floors By Design, Inc. and Summit Housing Authority.

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

23-25-10-4: Resolution Authorizing the Execution of an Amendment to the Information Technology Services Contract Between PC Problems, LLC and the Summit Housing Authority.

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

23-10-25-5: Resolution Authorizing the Execution of An Amendment to the Elevator Maintenance Services Contract Between Metro Elevator and the Summit Housing Authority.

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

23-10-25-6: Resolution Authorizing the Execution of an Amendment to the Bath & Kitchen Refurbishment Services Contract Between Central Pro Services, Inc. and the Summit Housing Authority.

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

23-10-25-7: Resolution Authorizing the Execution of an Amendment to the Pest Control Services Contract Between E&G Exterminators, Inc. and the Summit Housing Authority.

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

23-10-25-8: Resolution Authorizing the Execution of an Amendment to the Landscaping Services Contract Between Mava Landscape Inc. and the Summit Housing Authority.

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

23-10-25-9: Resolution Approving and Authorizing the Award of an Indefinite Delivery/Indefinite Quantity General Construction Contract to Blackstone Group LLC, Goksu Construction LLC and Magic Touch Construction Co., Inc. for Repair and Renovation Services in an Amount Not To Exceed \$350,000 for a One Year Period.

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

**Council Liaison: (Greg Vartan):**

- A new Council member, Phyllis Sank was sworn in at the last Council meeting. She will serve the remainder of the year. In January the winner of the Council Ward 1 election race will be sworn in, in January.
- Everybody enrolled in the old Emergency Alert system has to re-enroll.
- There are two vacancies on this board. The City is looking for volunteers. Instructions are listed on the City of Summit website.

**ADJOURNMENT**

There being no further business before the Board, Commissioners Kendellen and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:10pm.

**NEXT MEETING DATE**

**Wednesday – December 20, 2023, at 5:00 pm  
Vito Gallo Building – Community Room**

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