

MINUTES
SUMMIT HOUSING AUTHORITY
May 26, 2021

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, White, Dresdale, Ellis, Kendellen, Walker and Whipple Jr. Also present were Interim Executive Director Keith D. Kinard, Housing Manager Jackie Roundtree and Office Administrator Mayda 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 November 19, 2020 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. Additionally, a public notice was published in the Union County Local Source newspaper dated May 20, 2021 advising that this meeting would be conducted via ZOOM Video Conferencing.

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

THE MINUTES OF APRIL 28, 2021: Commissioners Dresdale and Galietti moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti indicated that things are finally opening up and she is looking forward to connecting in person with our community and staff. She thanked the staff for stepping up under the new leadership. She believes that we are building very positive momentum. We have hired two new social services workers and are looking to fill the Deputy Executive Director position. We will be conducting the June 23, 2021 Board Meeting in person at the Janet Whitman Room in City Hall. Nancy Galietti would like to hold Strategic Board Retreat Meetings in the upcoming months. The dates discussed are July 8, 2021 from 4:00PM to 6:00PM and October 12, 2021 from 4:00PM to 8:00PM. Agenda will be forthcoming. There is no Board Meeting set for the month of August.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Kinard updated the Board on the following topics:

- We were recently provided with the results of the inspections that took place at all three properties. The inspections have generated a number of things that will need to be rectified. Work orders have been generated for those items that need to be addressed. Not only are we doing the work, but all repairs have to be documented with photographs that we will be uploading to our system. This will be reviewed by our Contract Administrator as confirmation that the work has been satisfactorily completed.
- At Chestnut, The Housing Authority is looking to opening more activities. Our Social Workers are scheduling Arts & Crafts, Bingo, Day Trips, Spay Days, Pet Therapy & Movie Night. The Community Room will also be opening soon. We recently celebrated a “special birthday” for one of our residents. It was good to see the smiling faces and the delight in the eyes of our seniors. Our ultimate goal is to have 75% of our residents participating in some events at least once a month. We are also planning some activities at Glenwood and Weaver for the summer.

Finance/Operations: Commissioner Walker reported that there were no significant surprises in the financials for the period through April. We are tracking higher on rental income than previously projected. We had four vacancies at the end of April. Two were transfers, one is employee occupied. The fourth unit had an architectural review done by an architect. It is currently being re-furbished.

Personnel Committee: Commissioner Kendellen met with Executive Director. There is a target date for Board approval for Keith’s employment contract which is a Shared Services Agreement with the Morristown Housing Authority for next month. The Deputy Executive Director position job description was revised. The position was posted on Indeed and we have received some resumes for our review.

Residents Committee: Commissioners Dresdale is pleased to see that activities are commencing at Chestnut. The Resident meeting at Chestnut was attended by some residents. The other Resident meetings were not well attended. Once we have the activities planned for these locations, we may see more resident participation. Residents at Chestnut are expressing some concern over the Broad Street West Project. The plan is to build a six-story parking lot adjacent to our property. Chair Galietti will be meeting with this committee to give our input and create a dialogue to work together and find a solution.

Buildings & Grounds: Chairperson Galietti met with Commissioners Kendellen and Executive Director. They all went to Glenwood and Weaver with the Rutgers Landscape/Architect graduate. He will be providing a landscaping design that be in line with our budget.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

21-26-5-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of April 29, 2021 through May 26, 2021.

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

21-26-5-2: Resolution Authorizing the Award of a Contract to Mava Landscape, Inc. of Summit NJ to Perform the 2021 Landscape & Grounds Maintenance at all Authority Sites in an Amount Not to Exceed \$14,900.00.

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

21-26-5-3: Resolution Authorizing the Executive Director to Execute an Amended Shared Services Agreement Between the Housing Authority of the City of Summit and The Madison Housing Authority.

Commissioner White offered an amendment to the resolution to include a provision that both parties have the right to terminate the agreement by providing the other party a 30-day notice. Commissioners White & Walker moved and seconded approval of the amended resolution. Upon Roll call, all Commissioners voted in the Affirmative. The Resolution was approved.

Council Liaison: Greg Vartan indicated that the Broad Street West Project plans are not finalized. This area is need of redevelopment and that is the primary goal for the city of Summit. The city has received input from several groups in town. The committee wants to make certain what is done on this site will fit with the character of Summit and that it supplements the community rather than over-shadow it. The final plans will be determined after considering the feed-back from the community.

There being no further business before the Board, Commissioners White and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:16pm.

NEXT MEETING DATE

**Wednesday June 23, 2021 at 7:00pm
Janet Whitman Room – City Hall**

Respectfully Submitted,

Keith D. Kinard,
Interim Executive Director/Secretary