

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**November 17, 2022**

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, Walker, Whipple and White. Also present were Executive Director Keith D. Kinard, 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 OCTOBER 26, 2022: Commissioners Walker and White moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Commissioner Galietti inquired about the Board Meeting schedule for 2023. We are waiting for final approval of the dates being considered from the City of Summit. At the next Board meeting she would like clarification on the capital projects that were completed in 2022 and the recommendations for projects planned in 2023.

REPORT OF THE EXECUTIVE DIRECTOR:

- The File for Life packets which includes updated medical information including allergies, medication and emergency contact information were distributed to all interested tenants. This is a great tool that would assist emergency first responders when answering a medical emergency call. Sue Fieseler, our Social Coordinator, assisted the tenants with the completion of information needed on the forms.
- Activities at Chestnut such as Trivia Day and Potluck Day were well attended by the tenants. There was a Trick-or-Treat event that distributed candy to children from the family sites. The children also picked their pumpkins and decorated them with the seniors. A pizza party was held

afterwards. Everyone enjoyed themselves. We are looking to having more intergenerational events in the future.

**Finance/Operations:** (Commissioner Whipple) (Finance) Commissioner Walker stated that October was a normal operating month. (Operations) Commissioner Whipple said that we are planning to write off some of the uncollectible rent receivables in December. Chestnut vacancies are being leased. The Maintenance staff is working on the two four-bedroom vacancies at Glenwood. Weaver has no vacancies.

**Personnel & Policy Committee:** (Commissioner Kendellen) Commissioner Kendellen is delighted to welcome our new full-time Maintenance Worker, Stanley Champagne. He is doing a great job and we are looking happy that he joined the SHA team. The BY-LAWS have been completed and there is a Resolution today on the agenda to adopt the updated BY-LAWS.

**Residents Committee:** (Commissioner Dresdale) No Tenant Meeting in November – No Report

**Buildings & Grounds:** (Chairperson Galietti) – No report

**Re-Development Committee:** (Chairperson White) – The RFQ has been issued for a General Construction Contractor. We have received responses from six large development teams who want to work with us to help renovate our inventory and/or create new inventory. They are currently being reviewed. The Committee will be meeting tomorrow to discuss our recommendations.

**PUBLIC COMMENT:**

Rosemary Grace (Chestnut Tenant): She wanted to take the time to thank the Summit Housing for all the time and effort we place taking care of the seniors and families.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**CORRESPONDENCE:** NONE

## RESOLUTIONS:

22-17-11-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of October 27, 2022, through November 17, 2022.

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

22-17-11-2: Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.

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

22-17-11-3: Resolution Designating the Official Newspapers for the Publication of Notices and Advertisements for the Housing Authority of the City of Summit.

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

22-17-11-4: Resolution Approving and Adopting the Summit Housing Authority Revised By-Laws.

Commissioners Walker 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):**

Broad Street Development -- no update to report at this time. Summit does not have a drastic increase in the number of homeless people in Summit. Other factors have changed and have caused some issues. The train station is now closed from 2am-4am. The Safety Committee of City of Summit is working with the homeless to connect them with services. There will be some parking changes around the city.

There being no further business before the Board, Commissioners White 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 - December 21, 2022, at 5:00 pm**  
**Vito A Gallo Building - Community**

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