

MINUTES
SUMMIT HOUSING AUTHORITY
January 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, Dresdale, Kendellen, Walker, Whipple and White. Commissioner Ellis 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 DECEMBER 21, 2022: Commissioners Whipple and Kendellen moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – This being the first meeting of 2023, Chairperson Nancy Galietti noted at a recent Personnel Board Meeting to review the accomplishments of 2022. She wanted to thank Keith and staff for all their hard work and contributions in 2022. She also acknowledged the Board of Commissioners for volunteering their time to make things run efficiently.

REPORT OF THE EXECUTIVE DIRECTOR:

- Executive Director highlighted 2022 accomplishments.
 - We were able to review and tighten up several policy initiatives such as our pet policy and pet registration.
 - Improved parking for tenants at both Glenwood and Chestnut sites.
 - Revised and introduced the personnel policy to staff.

- Ended the year with a full regiment of maintenance personnel on staff. They did a very good job with completing work orders during regular business hours and off hours.
- Effectively reduced overtime cost for the agency, increased tenant rent collections and completed all recertifications of tenants on time; while also effectively managing to return two fire-damaged units back on line.
- Completed 100% of apartment inspections and rectified all deficiencies found as a result of the inspections.
- Our social services staff effectively orchestrated at least 200 activities for our residents in addition to various trips and holiday parties.
- We successfully were awarded Community Development Block Grant funds. As a result, we were able to install new power accessibility doors at Chestnut. We will be installing additional lighting, a new intercom system, and fire suppression canisters in the senior units at Chestnut.
- Completed renovation of the art/multipurpose room at Chestnut providing another location for social activities for our seniors.
- For 2023 we're anticipating implementing new capital projects, exploring/revising various policies including but not limited to painting and admissions and occupancy.
- We are looking forward to providing more training opportunities for the staff and identifying more opportunities to positively engage with our residents.

Fiscal Audit 2021 Presentation - Rich Larsen (Novogradac & Company LLP)

Independent's Auditor Report – The Authority was given an “unmodified opinion”. This is the highest assurance that is given by auditors. There are no modifications that need to be made.

Audit in Accordance with Government Auditing Standards – No deficiencies were identified or any material weaknesses that need to be reported to the board.

Compliance with Laws, Regulations, Contracts and Grant Agreements – No instances of non-compliance were found that need to be reported.

Financial Statements were reviewed. The Housing Authority has seventeen (17) months of operating reserves. Four to six months is normally acceptable.

Finance/Operations: (Commissioner Walker) (Finance) Commissioner Walker reported that financially we are in great shape. On the Treasurer’s Report there will be some bank accounts that will be closed, and funds transferred to the operating account. Chestnut has two vacancies that are being leased soon. Glenwood has three vacancies. One 4-bedroom will be leased in February. Weaver has no vacancies. Rent collections are where they should be. Recertifications are all being done timely. Work orders are tracking well. (Operations) Commissioner Whipple commented that all turnovers are being done by Maintenance staff. There will be significant savings in contract costs.

Personnel & Policy Committee: (Commissioner Kendellen) The committee met and discussed the accomplishments of the Executive Director for 2022. A performance review was drafted and goals for 2023 were set. Staff performances were also reviewed. Additional training will be provided to staff in 2023. Admissions and policies will be reviewed this year.

Residents’ Committee: (Commissioner Dresdale) Commissioner Dresdale said that the tenant meetings were well attended. Tenants in the senior building would like to see more signage that has the name showing Vito A. Gallo building. Some concerns were brought up at the meeting regarding the Glenwood playground area and illegal garbage dumping at Chestnut.

Buildings & Grounds: (Chairperson Galietti) – Executive Director sent out a list to the Commissioners of completed projects in 2022 and proposed tasks for 2023.

Re-Development Committee: (Commissioner White) – Developers will be coming on February 8, 2023 to make their presentations for the re-development of our properties. On February 23, 2023 there will be a re-orientation of the Summit Affordable Housing Corporation. Chairperson Galietti, Commissioner White and Commissioner Whipple will be on this committee.

PUBLIC COMMENT:

Lacretia Jones – (Glenwood Resident): Tenant has some safety and security issues. She feels a lot is being done at Chestnut but does not see things being addressed for Glenwood and Weaver sites.

Lisa Allen (Ward 2 Council member): Expressed some security concerns from the Chestnut residents.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

22-25-1-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of December 22, 2022, through January 25, 2023.

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

22-25-1-2: Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/21.

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

22-25-1-3: Resolution Approving and Authorizing to Write-Off Bad Debt/Accounts Receivables Totaling \$53,628.

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

22-25-1-4: Resolution Authorizing the Award of a Contract to PC Problems, LLC of Madison, NJ to Perform Information Technology Services for the Period 02/01/23-12/31/23 in an Amount not to Exceed \$12,000.

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):

Our liaison was elected to Council President for the City of Summit. Broad Street Development – The city will be running through a process that explores all options and brings it to a conclusion that makes sense for Summit. Utility companies are making upgrades in the downtown Summit area. They are anticipating that the work will take up to five days. There will be no interruption in service during this time.

There being no further business before the Board, Commissioners Dresdale 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 – February 22, 2023, at 7:00 pm
Summit City Hall – Janet Whitman Room**

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