

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**March 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, Walker, Whipple and White. Also present were Executive Director Keith D. Kinard, Deputy Director Jacqueline Gray, Housing Manager Jackie Roundtree. 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 Whipple Jr. and Kendellen moved and seconded approval of the minutes. The Minutes were approved.

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

REPORT OF THE EXECUTIVE DIRECTOR:

- SHA was successful in obtaining two competitive County block grants. The funds will be utilized for a variety of capital projects that include security cameras, fire suppression canisters and renovations to the Community Room at Chestnut.
- We are preparing for an Inter-Generational Advance Directive Program in the coming months. Advance Directive is important to the tenants if they become incapacitated and are not able to make medical decisions.

Finance/Operations: (Commissioner Walker) (Finance) Commissioner reviewed the Budget to Actual Report and reported that there have been some higher than usual contractor expenses due

to unforeseen damages to some units. (Operations) (Commissioner Whipple Jr.) Rent collection was good at Chestnut and Weaver. At Glenwood the percentage collected was lower. We are in the legal process with three tenants at this location. There are six vacancies currently. Two at Chestnut and four at Glenwood. Two units at Glenwood will be leased in April. Work continues on the units that are being turned over. Work orders and re-certifications are being completed timely.

**Personnel & Policy Committee:** (Commissioner Kendellen) The SHA office has to be configured so that a part-time employee can be hired. Staff will be receiving their annual salary increases. The Personnel Committee is still working on the Admissions and Occupancy Policy.

**Residents' Committee:** (Commissioner Dresdale) Commissioner Ellis stated that the Glenwood/Weaver Tenant Association had met prior to the Glenwood/Weaver tenant meeting on 03/15/23. Concerns were discussed and a spokesperson was designated to speak for the tenants at the SHA tenant meeting. Areas of concern were the lack of fire extinguishers in units and activities at the family sites. Summit Police Chief Steven Zagorski attended the meeting to address the security issues that were previously discussed. At the Chestnut tenant meeting, there were some questions about the new intercom system and insulation around the front apartment entry doors. Tenants were instructed to contact the office if they are experiencing any issues with either concern. The tenants expressed a need for some larger capacity washing machines and dryers to accommodate for larger items such as comforters.

**Buildings & Grounds:** (Chairperson Galietti) – A Capital Improvement List will be included in the Board Meeting packet every month. It will be updated, and you will be able to see the projects that have been completed and others that will be addressed once funding is in place. While we are working on the redevelopment of the sites the safety and security matters will be priority.

**Re-Development Committee:** (Commissioner White) – The Committee (Commissioner White, Commissioner Galietti, Commissioner Whipple Jr., Executive Director Keith Kinard and Deputy Director Jacqueline Gray) met earlier this month and reviewed the four proposals that came in for the Re-Development of all our sites. The committee went back to three of the developers to come up with additional information. This information includes maximizing the total development cost per unit, optimizing the income for the Housing Authority and the possibility of creating new affordable units at some of the properties. We are expecting their responses in Mid-April. A follow up meeting is scheduled for April 24, 2023 to review the responses. There will be more updates at the Board Meeting set for April 26, 2023.

#### **PUBLIC COMMENT:**

Linda Ross (Chestnut Tenant): Tenant was worried about the opening timing on the front doors of the building. Keith (Executive Director) addressed her concerns. She also asked about the banks that are doing business with the Housing Authority. Commissioner Walker responded by saying that SHA had sufficient protection. There is a federal government program that ensures us as a housing authority.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-22-3-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of February 23, 2023, through March 22, 2023.

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

23-22-3-2: Resolution Ratifying an Emergency Work and Payment to All Risk Inc., for Mold Remediation in a Unit at Glenwood Place in the Amount of \$4,334.83.

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

23-22-3-3: Resolution Requesting the Approval to Enter into a Contract with Novogradac & Company LLP in the amount of \$10,360.00 for Auditing Services for FYE 2022.

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

23-22-3-4: Resolution Authorizing the Award of a Contract to Central Pro Services, Inc. to Provide Bath & Kitchen Refurbishment Services for the One Year Period of April 1, 2023 through March 31, 2024 in an Amount Not to Exceed \$20,000.

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

23-22-3-5: Resolution Authorizing the Award of a Contract to Ramtown Floors by Design, Inc. to Provide Flooring Replacement Services for the One Year Period of April 1, 2023 through March 31, 2024 in an Amount Not To Exceed \$50,000.

Commissioners Walker 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):**

Redevelopers have come back to the City of Summit with information on what can be done with the Broad Street West Project. The Counsel and Broad Street West Advisory Committee will review the information and provide an update in the near future. The new Fire House construction is going well. PSE&G, our gas utility provider, is working throughout the city of Summit. They are replacing gas main lines and connections to homes and businesses. The work has been extensive and is being done at night. All the roads will be repaired and re-paved. There is a schedule of work posted on the City of Summit website.

There being no further business before the Board, Commissioners White and Whipple Jr. moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:49pm.

**NEXT MEETING DATE**

**Wednesday – April 26, 2023, at 7:00 pm**  
**Summit City Hall – Janet Whitman Room**

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