

MINUTES
SUMMIT HOUSING AUTHORITY
April 26, 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, and White. Commissioner Whipple 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 MARCH 22, 2023: Commissioners Kendellen and Ellis moved and seconded approval of the minutes. The Minutes were approved.

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

REPORT OF THE EXECUTIVE DIRECTOR:

- The annual HQS Inspections are scheduled for April 27th and April 28th for all sites. The bed-bug inspections are planned for May 11th. All tenants were notified.
- Efficiency Report Analysis of all laundry room machines were performed last month. There was some concern brought up at the Tenant Meetings. Most of the machines were found to be in good condition. A few needed some replacement parts. These were ordered and installed.
- We met with the Tenant Leadership Group at Glenwood to decide on plans for the Multi-Purpose Room. We will be meeting with the interior decorator who will be assisting us with some conceptual ideas that were discussed at the meeting. The Grand-Opening for this room is set for early July. For safety purposes additional cameras and equipment have been ordered.

- At Chestnut the installation of outdoor lights in the courtyard and parking lot (Broad Street side) with LED bollard lights throughout the property will be taking place from May 2nd to May 5th.
- The sidewalk repair project at Weaver is set for May 3rd through May 8th. The general contractor is still designing a plan for the replacement of the stairs in Buildings A, B, & C. We expect the work to be completed in thirty days. Families on the second levels will have to be relocated while the work is being done.
- Gutter cleaning is set for next week at Weaver. The Glenwood site has gutter helmets which don't need to be serviced.
- Our social worker has assisted some residents with application for food stamps and file for home energy assistance programs. Some activities this month included a class at all sites. "How to Respond to an Emergency, Perform Hands Only CPR and Understand How to Use AED". There is an "Earth Day BBQ" on the agenda for all sites.

Finance/Operations: (Commissioner Walker) (Finance) Commissioner Walker reviewed the Budget to Actual Report and indicated that we are over-budget in certain areas such as contractor, extraordinary maintenance, and utility costs. We are currently turning over larger units that have become vacant. Contractors are doing some work that our maintenance team does not handle. Some of the utility expenses paid early in 2022 contributed to the increase in budget. Interest rates have increased, and we are making more money on our accounts. Work orders and re-certifications are being completed timely. Chestnut has no vacancies, Glenwood has one Maintenance Unit that is currently being renovated and will revert back to a normal unit once the work is completed, Weaver has one vacancy.

Personnel & Policy Committee: (Commissioner Kendellen) The SHA office has to be re-configured so that a part-time employee can be hired. The Personnel Committee is still working on the Admissions and Occupancy Policy. There is a meeting being held next week to review and finalize policies.

Residents' Committee: (Commissioner Dresdale) Commissioner Dresdale reported that most of the same concerns that have been addressed in the past were brought up for discussion at the Chestnut Tenant Meeting. Housing Manager, Jackie Roundtree went over the issues discussed at the Glenwood/Weaver Tenant Meeting. The efficiency of the laundry machines at all sites was an area of concern. Since then, we have had an assessment done of all our laundry machines by the company that services them.

Buildings & Grounds: (Chairperson Galietti) – She thanked the Deputy Director for the Capital Improvement List that was included in the package and provided updates on all projects. After walking the properties some sites need to "tidy up" their outside spaces. We are looking for some pricing for an irrigation system to maintain the landscaping work that will be done this summer.

Re-Development Committee: (Commissioner White) – We went back to the three developers to get clarifications on some topics. The responses were received and the committee (Commissioner White, Commissioner Galietti, Commissioner Whipple Jr., Executive Director Keith Kinard and Deputy Director Jacqueline Gray) will be meeting with our advisors to re-evaluate the information that was submitted by the developers.

PUBLIC COMMENT:

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-26-4-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of March 23, 2023, through April 26, 2023.

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

23-26-4-2: Resolution Ratifying an Emergency Work and Payment to Goksu Construction, LLC for the Installation of Temporary Stairs at Weaver Street in the Amount of \$6,972.00.

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

23-26-4-3: Resolution Ratifying an Emergency Work and Payment to DLR Home Improvements to Repair Roof Leaks at Chestnut Avenue in the Amount of \$5,044.63.

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

23-26-4-4: Resolution Ratifying an Emergency Work and Payment to DLR Home Improvements for Bathroom Repair at Glenwood Place in the Amount of \$1,461.68.

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

Council Liaison: (Greg Vartan):

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. The Summit Municipal Budget was introduced, and the city has joined the County to address homelessness.

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 7:55pm.

NEXT MEETING DATE

**Wednesday – May 24, 2023, at 7:00 pm
1-6 Glenwood Place – Community Room**

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