

MINUTES
SUMMIT HOUSING AUTHORITY
July 28, 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, Dresdale, Ellis, Kendellen, Walker & Whipple Jr. Commissioner White (Vice Chair) not in attendance. 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.

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

THE MINUTES OF JUNE 23, 2021: Commissioners Dresdale and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti commented on the State of the Union Meeting held by the Commissioners on July 8, 2021, at 4:00PM. She felt the dialogue shared at the meeting was beneficial to all who attended. We will not be holding a Board Meeting in the month of August. The Interim Executive Director will be on vacation from August 9, 2021, through August 13, 2021. The SHA Budget for 2022 needs to be completed and submitted to the State by October 1, 2021.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Kinard updated the Board on the following topics:

- Four months after being appointed the Interim Executive at Summit Housing Authority Keith feels he has learned a lot about the SHA and still has a long way to go. In October we are looking forward to another more formal Board Retreat as a follow up to the July 8, 2021, meeting. A strategic plan with timelines for preservation and redevelopment of our building sites will be the focus.

- Pest control at our Chestnut property has been a challenge. We are still finding large amounts of expired food in certain residents' apartments. Some residents are not disposing of food items properly. Garbage bags are not always closed prior to being placed in the garbage chute areas. Notices will be sent out to the residents showing proper disposal of waste in the building. We will be retrofitting the garbage chutes to avoid the gathering of waste at the bottom. The steel entry doors to these rooms will have to be replaced. We are also getting some price quotes to replace the sleeves around the heat pump units. The actions SHA is taking will significantly aid in the pest control problem in the building.
- The senior building had a "Tropical Paradise" party on July 14, 2021. The staff, caterers (Delish Catering) and entertainer (Michael Montemurro) did a fantastic job setting up the venue. Everyone enjoyed the food, entertainment, and prizes. The August activity calendar "Chestnut Happenings" is out. Resident activities are occurring every day at Chestnut. Some of the events include Arts & Crafts, Ice Cream Social, Spa Days, Bingo and many more. In the future we are looking to get maximum participation from our residents. We are planning a "cookout" at the Weaver location in August.

Finance/Operations: (Commissioner Walker) The Budget to Actual Report shows a large infusion of income above what is normally collected. The Cares Act Money (\$65,589.00) and administrative fees (\$50,000) from Madison Housing Authority represent some of the funds along with a large reimbursement for work performed. Non-routine expenses year to date has an unfavorable variance of \$406,000. This includes two large expenses that were planned. There is money available to cover these charges through reserve accounts and certificate of deposits. Through the budget process for 2022 we will plan better to anticipate these expenditures. There are three vacancies – 1 at Chestnut, 1 at Glenwood and 1 at Weaver.

Personnel Committee: Commissioner Kendellen stated that we are waiting for a Shared Services Agreement from Morristown for the Interim Executive Director position. We are still looking for someone for the Deputy Executive Director position. We are currently conducting interviews.

Residents Committee: Commissioners Dresdale said that the residents at Chestnut would like to have the Resident Meetings back on site, not on ZOOM. She wants to make sure that all seniors are wearing masks in the building. Keith stated that mask signs are posted around the entire building. She would like to have some nutrition classes. There is a chef that is willing to volunteer for instruction.

Buildings & Grounds: Chairperson Galietti met with the Rutgers Landscape/Architect graduate who is developing some designs for our Glenwood and Weaver properties. Dan will have the final designs to us by August 15, 2021. We will be contacting some local landscapers and forward the designs to them so they can bid for job. Aaron Schrager (Forester for the City of Summit) He is cataloging all the trees on our properties. We will be setting up the RFP for the

automatic doors at Chestnut. The work orders for the inspections are being completed. There are sink holes at Weaver that need to be addressed.

PUBLIC COMMENT:

Rosemary Grace - (Chestnut Resident): Wanted to know if the sleeves for the heating units would help with the utility costs. Keith (Executive Director) stated that the sleeves should help lowering the utility costs but mentioned that due the COVID-19 Pandemic, utility bills were estimated for over a year. Sue Feisler the Social Coordinator reached out to the utility company for assistance. She also had a representative assist the residents with HEA (Home Energy Assistance) applications.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

21-23-6-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of June 24, 2021, through July 28, 2021.

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

Council Liaison: Greg Vartan provided a COVID 19 update. There were 136 CO-VID cases in Summit in April, 27 cases in May and 16 cases in June. Numbers for July are not in, but seem to be trending higher in the state. The vaccination rates for Summit are as follows: 1-Dose (all ages) 78%, (18 and over) 96%. 2-Doses (Full Course) (all ages) 72% (18 and over) 89%. Vaccines are still available at the Community Center in Summit. Summit has a new Affordable Housing administrative agent, Mark Leckington of Leckington Associates (Princeton, NJ). His firm assists municipalities with the Affordable Housing process.

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 8:40pm.

NEXT MEETING DATE

**Wednesday September 22, 2021, at 7:00 pm
2 Weaver Street – Community Room**

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