

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**October 26, 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 (via telephone), Dresdale, Ellis, Kendellen, Whipple and White. Commissioner Walker 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 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 SEPTEMBER 28, 2022: Commissioners Dresdale and Whipple moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Commissioner Galietti indicated that there are two things that will be discussed at this meeting. Keith Kinard (Executive Director) and Commissioner White will provide an update from the Re-Development Committee and discuss the RFP (Requests for Proposal) that were received. We will discuss the Resolution for the 2023 budget as it relates to capital improvements for building and grounds for SHA sites.

REPORT OF THE EXECUTIVE DIRECTOR:

- Keith Kinard stated that after an extensive search, we have an applicant that has the qualifications for the position of Full-Time Maintenance Worker. We will be extending an offer to this candidate.
  
- We have completed some capital improvements since our last Board Meeting. At Chestnut the “Art and Multi-media” room was completely remodeled. The residents are using the room and are saying that it has its own electric energy. The power door system was repaired by a

contractor. Fire rated auto door closures were installed in all 125 units. Window regulators were installed on all the windows in the Community Room.

- A representative from Proceed, Inc. in Union County visited Chestnut. This organization helps low-income households that are having difficulty paying their heating and cooling bills. Forty tenants participated and were signed up or re-certified in the program.
- Tenant activities continue at all locations. Sue Fieseler (Social Coordinator) coordinated some new activities such as Taco Night, Pasta Night, White Castle Night, Sunday Brunch and Movie Night. She reported an increase in tenant participation at Chestnut.
- The City of Summit removed unsightly and dangerous trees at Chestnut. The DPW did an outstanding job. We thank them for all the work that was done to maintain our Chestnut property safe for our senior residents.

**Finance/Operations:** (Commissioner Whipple) (Finance) Commissioner Whipple reported September was a good month. (Operations) SHA has a handful of vacancies. The vacancies at Chestnut will be leased by November 1<sup>st</sup>. There are two four-bedroom vacant units at Glenwood. Renovations on those units will begin soon. Weaver has no vacancies.

**Personnel & Policy Committee:** (Commissioner Kendellen) Commissioner Kendellen stated that the BY-LAWS were presented to the Commissioners. All changes and updates were discussed in detail.

**Residents Committee:** (Commissioner Dresdale) Commissioner Dresdale attended the Chestnut Tenant Meeting. The outside lighting at Chestnut remains to be an area of concern. Some rodent issues were also mentioned as a concern. The tenants were upset because of the elimination of the visitor parking spots. There is a city parking lot close by that the visitors can use. The fee is minimal. The Glenwood/Weaver Tenant meeting was very positive. Tenants were complimentary when speaking of the common areas in the buildings and grounds. They said that they were maintained clean, sanitary, and orderly.

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

**Re-Development Committee:** (Chairperson White) – Commissioner Galietti and Commissioner Whipple met with Keith Kinard (executive Director last week. They received extensive responses from the developers for the RAD 2 Development Project. Keith is sorting through all the information. He will report back to the Board by December.

**PUBLIC COMMENT:** NONE

**OLD BUSINESS:** NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

**2023 Budget Introduction Presentation – William Katchen CPA LLC**

Mr. Katchen introduced the FY 2023 Operating Budget. He answered questions from Board Members.

RESOLUTIONS:

22-26-10-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of September 29, 2022, through October 26, 2022

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

22-26-10-2: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2023, through December 31, 2023 (HUD)

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

22-26-10-3: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2023, through December 31, 2023 (DCA)

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

22-26-10-4: Resolution Approving and Authorizing the Award of an Indefinite Delivery/Indefinite Quantity General Construction Contract to Goksu Construction, LLC, KM Construction Corp., and GPC Inc. for Repair and Renovation Services in an Amount Not to Exceed \$350,000 for a One Year Period.

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

22-26-10-5: Resolution of Summit Housing Authority Authorizing the Purchase of Natural Gas Supply Services for Public Use on an Online Auction Website

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

22-26-10-6: Resolution of Summit Housing Authority Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website.

Commissioners Whipple Jr. 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): Not in attendance. No Report.**

There being no further business before the Board, Commissioners Walker and Kendellen moved and seconded adjournment. The motion passed by unanimous voice vote and The meeting was adjourned at 8:47pm.

**NEXT MEETING DATE**

**Thursday November 17, 2022, at 7:00 pm  
Summit City Hall – Janet Whitman Room**

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