

**MINUTES
SUMMIT HOUSING AUTHORITY
May 25, 2022**

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, Walker, Whipple and White. Commissioner Kendellen 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 APRIL 27, 2022: Commissioners Walker and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti - No Report

Fiscal Audit 2020 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 sixteen (16) months of operating reserves. Four to five months is normally acceptable.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Kinard updated the Board on the following topics:

- The work on the automatic doors at Chestnut was completed. The total cost of the project was \$51,000. We were reimbursed \$50,000 by the CDBG Fund.
- The Automatic apartment door closure is an issue that we are working with the Summit Fire Department. I will report on this when we have more information.
- The HQS inspections contracted by the Madison Housing Authority were done at all the properties. The Maintenance staff has been doing a tremendous job closing the work orders generated by the inspections.
- Lighting around the Chestnut property needs to be addressed. It is a product of the age and placement of the lights. We also have some trees that need to be trimmed. Our landscaper will be handling that task for us.
- Our maintenance staff received “Safety on the Job” training. The office staff took a “Cultural Sensitivity” course.
- Summit Housing Authority has two summer interns that will be joining us from the Eleven + Program in Summit. They will be working in the office and with the social worker and social coordinator. After speaking with them, they are looking forward to the experience.

Finance/Operations: (Commissioner Walker) Maintenance costs were on the higher side. Apartment turnovers are contributing to the higher-than-normal numbers. Also, the purchase of materials due to the recent apartment inspections. Commissioner Walker specified that there were no concerns on the Treasurer’s Report. There is one vacancy at Chestnut, two at Weaver and none at Glenwood. Rent collection is on track

Personnel & Policy Committee: (Commissioner Galietti spoke for Commissioner Kendellen who was absent) Personnel Policy was distributed to all employees. The Shared Service Agreement with Morristown for Keith was finalized. A “check in” service is being set up at the senior building. The Social Workers are developing a plan for tenants to make sure they are safe and well.

Residents Committee: (Commissioner Dresdale) The In-Person Chestnut resident meeting went well. Keith in the Report of the Director discussed the areas of concern.

Buildings & Grounds: (Chairperson Galietti) We are waiting to hear back from the City of Summit (Council) to see if they can help with funds to pay for some projects.

Re-Development Committee: (Co-Chairperson White) An RFP will be going out soon on June 1, 2022, to industry for interest in re-developing, recapitalizing, and renovating the properties. We are asking for the bids to be returned by July 15, 2022.

PUBLIC COMMENT: Rosemary Grace (Chestnut Resident) Wanted to let us know how thrilled the residents with all the work that is being done by the Summit Housing Authority. She wanted to let us know that Peter Barber, a well-respected architect designed the Vito A. Gallo building.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

22-25-5-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of April 28, 2022, through May 25, 2022.

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

22-25-5-2: Resolution Approving Writing Off Outstanding Tenant Accounts Receivables.

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

22-25-5-3: Resolution Approving the Establishment of Salaries for the 2022 Fiscal Year.

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

Council Liaison: (Greg Vartan)

The funding requests from Keith (SHA) were received for the improvements of the properties. We will be working with the Affordable Housing Administrative Agent to determine which of the request will qualify for funding. Composting of food will begin at the Transfer Station in Summit (40 New Providence Avenue) This will help decrease what is going into the incinerator and keep the costs down for the city. He provided an update on Broad Street West.

There being no further business before the Board, Commissioners Dresdale and Whipple moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:25pm.

NEXT MEETING DATE

**Wednesday June 22, 2022, at 7:00 pm
Summit City Hall – Janet Whitman Room**

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