

MINUTES
SUMMIT HOUSING AUTHORITY
January 24, 2024

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chairwoman Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Ellis, Eliot, Kendellen, Lee, Walker and Whipple. Also, present were Keith Kinard, Executive Director, Deputy Director, Jacqueline Gray, Housing Manager, Jackie Roundtree and Office Administrator, Mayda B. Kuriawa. Ms. Gray 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 28, 2023, 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.

Ms. Gray led those in attendance in a salute to the flag.

THE MINUTES DECEMBER 20, 2023: Commissioners Walker and Whipple moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) –

Commissioner Galietti welcomed our new Board member, Robert E. Lee. Commissioner Lee was sworn in by Executive Director. He introduced himself to the Board members, staff and all attendees at the meeting.

Jamel Boyer is the new Council Liaison to SHA. He is excited to provide support to the Housing Authority and the tenants.

This will be Keith Kinard's last board meeting as Executive Director. He has accepted an exciting new job opportunity, and we wish him well in his future endeavors. All the Board members commented on Keith's time at SHA. A resolution will be passed this evening to have Jacqueline Gray step into the Interim Executive Director position while a search is being conducted for a new Executive Director. Jacqueline is looking forward to this opportunity and making a difference at Summit Housing Authority. A decision was made by the Board to pause the Renovation Project until a new Executive Director is hired.

The Buildings and Grounds Committee will be handling the Renovation Project. Previously we had a Renovation Project Committee to handle this task.

REPORT OF THE DEPUTY DIRECTOR :

- The elevator modernization at Chestnut was set to begin around January 15th. The project manager has reported that all the materials for the project are in, but they are waiting on the permits from DCA. She will be contacting them for updates.
- The manufacturer of the existing heat pumps at Chestnut is no longer in business. There are no replacement units or parts available. We have contacted another company that may have a similar heat pump. However, an engineer has to review the specifications to see if the unit is compatible.
- Jacqueline provided an update on CDBG (Year 49) projects that have been completed or approved for completion. **Glenwood** – New flooring in the Community Room has been completed. The new furniture has been received and is awaiting assembly by our maintenance team. **Chestnut** – New flooring in the Community Room has been installed. The camera system has been approved and materials are due to come in February. The window treatments for the Community Room have been approved and will hopefully be installed in the next few weeks when the materials come in.

Finance/Operations: (Commissioner Whipple) Finance - Overall our revenue is reporting positive at this time. Some adjustments have to be made for 2023. We collected 103% of rent last month. A few tenants that were past due received money from collection assistance programs. We are writing off \$39K of uncollectible receivables. There are six (6) vacancies at SHA. Interviews are being done on two (2) units.

Personnel & Policy Committee: (Commissioner Kendellen) We will be advertising for the position of Executive Director. The job will be posted in the newspaper and with the NAHRO and PHADA organizations. In the meantime, Jacqueline Gray will be the acting Interim Executive Director. Staff evaluations have been done. A COLA increase and bonus will be proposed for staff at the next Board meeting. Our attorney sent a letter to the Morristown Housing Authority terminating the shared services agreement with Keith Kinard as part-time Executive Director.

Residents' Committee: (Commissioner Walker) Tenant meetings were held this month. The family meeting (Zoom) was sparsely attended and brief. Concerns were raised about the washing machines at the family sites. The machines are being misused by some of the tenants. SHA distributed flyers showing the proper use of the equipment to the tenants. The senior tenant meeting was well attended. They were excited about the new floors in the Community Room. Tenants were apprehensive about the elevator situation. The staff assured them that the delay

comes from permits from DCA. The tenants were positive and engaged. Commissioner Ellis reported the family meeting was quiet because of the changes that have happened at SHA.

Buildings & Grounds: (Chairperson Galietti) Requested a motion from the Board of Commissioners to send a letter to Orbach Affordable Housing Solutions LLC letting them know that we are not extending their letter of intent. Priority will be placed on the elevator renovation project.

PUBLIC COMMENT:

Wanda Fortune (Glenwood Tenant) Requested an update on the status of the mirror that was discussed to be placed at the Franklin Street exit of the site, which will give tenants a better view when exiting the parking lot. Deputy Director, Jacqueline Gray, responded by saying that the bushes in that area have been significantly trimmed and that we are awaiting approval from the City regarding the mirror. She also mentioned that the lines in the parking spaces are very faded. Jacqueline stated that there is some pavement that needs to be repaved before the lines can be painted.

Lisa Allen (Public) Expressed concern about the timeline for the renovation project.

Delia Hamlet (Public) Expressed concern about the timeline for the renovation project.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-24-1-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of December 21, 2023, through January 24, 2024.

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

24-24-1-2: Resolution Authorizing and Approving the Appointment of Deputy Director, Jacqueline Gray, As Interim Executive Director/Authority Secretary.

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

24-24-1-3: Resolution to Approve the Appointment of the Interim Executive Director, Jacqueline Gray, as Fund Commissioner to the New Jersey Public Housing Authority (NJPHA) Joint Insurance Fund (JIF)

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

24-24-1-4: Resolution Approving and Authorizing to Write-Off Bad Debt/Accounts Receivables Totaling \$39,615.41.

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

24-24-1-5: Resolution Requesting the Approval to Enter into a Contract with Novogradac & Company LLP in the Amount of \$10,925.00 for Auditing Services for FYE 2023.

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

24-24-1-6: Resolution Approving and Authorizing the Award of a Contract to Magic Touch Construction Company, Inc., Envirocon, LLC and Pascale Plumbing & Heating, Inc. in an Amount Not to Exceed \$150,000 for Mechanical Systems Maintenance and Repair Services for a Period of One Year.

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

Council Liaison: (Jamel Boyer): NO COMMENT

ADJOURNMENT

There being no further business before the Board, Commissioners Whipple and Walker moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:15pm.

NEXT MEETING DATE

Wednesday – February 28, 2024, at 7:00pm
Summit City Hall – Janet Whitman Room

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