

**MINUTES  
SUMMIT HOUSING AUTHORITY  
December 20, 2023**

5:00 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, Walker, Whipple and White. Also, present were Executive Director, Keith Kinard, Deputy Director, Jacqueline Gray Housing Manager, Jackie Roundtree. 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 OCTOBER 25, 2023: Commissioners Whipple and Kendellen moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Commissioner Galietti introduced our new commissioner, Peter Eliot. This will be the last Board meeting for Co-Chair Commissioner Dennis White. We want to thank him for his years of service with the Summit Housing Authority and truly value all of his contributions.

REPORT OF THE EXECUTIVE DIRECTOR:

- Keith provided an update on the RAD II Renovation. The developer, Orbach Group was selected by The Summit Housing Authority. We entered into an LOI (Letter of Intent) agreement with them in June 2023 to perform certain tasks before the final consideration. We met with the developer to discuss the scope of the project. An extension has been requested because the original agreement has expired. In order to consider granting any extension we would condition it upon the inclusion of certain milestones in the agreement. Keith discussed the current situation with this developer at the Morristown Housing Authority, where he serves as the Executive Director.

- At Chestnut Fire Department Safety Training from the Summit Fire Department was well received by our tenants. We are currently working with the police department to give a presentation on scams. Financial scams are on the rise with our senior population.
- We completed the replacement of smoke detectors at Chestnut. There were a number of smoke detectors that needed to be replaced at that site.
- Lead based paint inspections are required for all units that were built prior to 1978 in New Jersey. In early 2024 we will have inspections done at Glenwood and work on a plan to resolve any issues that come associated with those inspections.

**PRESENTATION:** Mr. Richard Larsen, CPA presented the - FYE 12/31/2022 Financial Audit. SHA was given an “Unmodified Opinion” on the Authority’s financial statements, the highest level of assurance that an auditor can give an organization. The auditor remarked on the internal controls process. One vendor was paid in excess of the procurement amount. A recommendation was made to procure those services ahead of time going forward.

**Finance/Operations:** (Commissioner Whipple) Commissioner Whipple reported that all the financials are trending well as expected. Rental collection income for the year is at 98%. SHA will be writing off some money in December from uncollectible rent accounts. Reviewed the Housing Manager’s Report. We currently have six vacancies at our sites. Three units are leasing in January, two units are being turned over and we are conducting interviews on one unit. We will be collecting funds this month or early January from the county for the office renovation costs.

**Personnel & Policy Committee:** (Commissioner Kendellen) Our Social Coordinator Sue Fieseler resigned last month. She will be missed by all the tenants and staff. We are looking to post for a part-time Housing Manager Assistant. Year-end evaluations and 2024 Goals will be completed and distributed for Executive Director and staff.

**Residents’ Committee:** (Commissioner Walker) Tenant meetings were not held in November. The committee, which includes Commissioner Ellis met and reported that tenants are pleased with the assurances that they are being heard and that concerns are being documented.

**Buildings & Grounds:** (Chairperson Galietti) – We will be creating a list in January for all the projects that we can complete before the RAD II renovations. There will be a re-organization of the Board Committees in the coming year.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-20-12-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of October 26, 2023, through December 20, 2023.

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

23-20-12-2 Resolution Adopting the 2024 Regular Meeting Schedule of The Board of Commissioners of the Housing Authority of the City of Summit.

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

23-20-12-3 Resolution Appointing Keith Kinard as Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2024

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

23-20-12-4 Resolution Approving Submission of an Application for Community Development Block Grant (CDBG) Funding

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

23-20-12-5 Resolution Authorizing the Designation of The Summit Affordable Housing Corporation as an Affiliate to Perform Development Services

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

23-20-12-6 Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit

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

23-20-12-7 Resolution Designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City Summit

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

23-20-12-8 Resolution Adopting the Annual Budget for the Fiscal Year January 1, 2024 through December 31, 2024

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

23-20-12-9 Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/22

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

23-20-12-10 Resolution Confirming the Award of a Contract to Mava Landscaping, Inc. of Summit, NJ to Perform the 2024 Landscape & Grounds Maintenance to All Authority Sites in an Amount Not to Exceed \$21,000

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

23-20-12-11 Resolution Authorizing the Award of a Contract to The Alamo Insurance Group, Inc. of North Bergen, NJ to Provide Professional Services as a Risk Management Consultant for the One Year Period of January 1, 2024 through December 31, 2024

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

23-20-12-12 Resolution Authorizing the Award of a Contract to William Katchen to Provide Fee Accountant Services for the One Year Period of January 1, 2024 through December 31, 2024 in an Amount Not To Exceed \$33,000

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

23-20-12-13 Resolution Authorizing the Award of a Contract to PC Problems, LLC of Madison, NJ to Perform Information Technology Services for the Period 1/1/24 – 12/31/24 in an Amount Not To Exceed \$15,000

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

23-20-12-14 Resolution Authorizing the Award of a Contract to William Connelly of Mendham, NJ to Provide General Legal Services for the One Year Period of January 1, 2024 through December 31, 2024 in an Amount Not to Exceed \$15,600

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

23-20-12-15 Resolution Authorizing the Award of a Contract to Accurate Electric Contractors of East Hanover, NJ to Perform Electrical Maintenance Services for the Period 1/1/24-12/31/24 in an Amount Not to Exceed \$25,000

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

23-20-12-16 Resolution Authorizing the Award of a Contract of a Contract to E&G Exterminators of South Amboy, NJ to Provide Pest Control Services for the One Year Period of January 1, 2024 through December 31, 2024 in an Amount Not To Exceed \$15,000

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

23-20-12-17 Resolution Authorizing the Award of a Contract to Central Pro Services, Inc. to Provide the Kitchen Refurbishment Services for the One Year Period of January 1, 2024 through December 31, 2024 in an Amount Not To Exceed \$30,000

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

23-20-12-18 Resolution Authorizing the Award of a Contract to Ramtown Floors By Design, Inc. to Provide Flooring Replacement Services for the One Year Period of January 1, 2024 through December 31, 2024 in an Amount Not To Exceed \$50,000

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

23-20-12-19 Resolution Approving and Authorizing the Award of a Contract to Moynihan Companies and DLR Home Improvements LLC for Handyman Services in an Amount Not To Exceed \$50,000 for a Two-Year Period

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

**Council Liaison: (Greg Vartan):**

- Welcomed Peter Eliot to the Summit Housing Board of Commissioners and thanked him for his willingness to serve.
- Wished Commissioner Dennis White well in his new endeavors. He was a wealth of knowledge and extremely dedicated.
- This will be the Greg's last meeting as Liaison to the Summit Housing Authority. A new Council Liaison will be selected shortly. As a group, the SHA Board of Commissioners wanted to thank him for providing them with the City of Summit updates and for supporting this organization.

## ANNUAL REORGANIZATION – ELECTION OF OFFICERS FOR 2024:

Keith Kinard initiated the meeting by calling it to order. Mr. Kinard further defined the election process in accordance with the Board bylaws. A general discussion took place.

OFFICE OF CHAIR: Commissioner Galietti nominated Chairperson Galietti to serve as Chair, seconded by Commissioner Walker. There being no other nominations, All Commissioners voted in an affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to re-elect Commissioner Galietti as Chair for the 2024 term.

OFFICE OF VICE-CHAIR: Commissioner Kendellen nominated Commissioner Kendellen to serve as Vice-Chair, seconded by Commissioner Whipple. There being no other nominations, All Commissioners voted in the affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to re-elect Commissioner Kendellen as Vice-Chair for the 2024 term.

## ADJOURNMENT

There being no further business before the Board, Commissioners White and Ellis moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 6:30pm.

## NEXT MEETING DATE

**Wednesday – January 24, 2023, at 7:00pm**  
**Summit City Hall – Janet Whitman Room**

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