

MINUTES
SUMMIT HOUSING AUTHORITY
May 24, 2023

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, Dresdale, Ellis, Kendellen, Walker, White and Whipple. 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 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 OF APRIL 26, 2023: Commissioners Whipple and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – No Report

REPORT OF THE EXECUTIVE DIRECTOR:

- Microsoft One Drive has been installed in our system. The Commissioners will be able to read, share and edit files that are in the One Drive file hosting service.
- CDBG Year 48 projects have all been completed. The projects include the new intercom system, installation of outdoor FOB readers and additional outdoor lighting at Chestnut. We have been reimbursed from CDBG for some of the work and anticipate receiving the remaining funds in the very near future.
- Concrete work to repair sidewalks at Weaver has been completed and is underway at Glenwood. Installation of the new permanent staircases at Weaver for Buildings A, B & C will begin at the end of the month. Some tenants will have to be temporarily relocated to a hotel while the work is being done.

- The City of Summit has approved the main office re-configuration project. The proposed plans will improve the privacy for the tenants when meeting with staff in the office and minimize any potential health risk to the staff and general public.

Finance/Operations: (Commissioner Walker) Commissioner Whipple reported positively on the Budget to Actual Report. Rent collections were good and recertifications are being done timely. There was an increase in the number of work orders due to the Annual HQS Inspections that were done at all sites. Chestnut has no vacancies; Glenwood has two vacancies and Weaver has one vacancy.

Personnel & Policy Committee: (Commissioner Kendellen) Once the SHA office is re-configured, we will be looking to hiring a part-time employee. The Personnel & Policy Committee is working on the Admissions and Occupancy Policy.

Residents' Committee: (Commissioner Dresdale) Commissioner Ellis stated that the tenants are pleased with the sidewalk construction work being done at Glenwood. Sue Fieseler (Social Coordinator) will be hosting events at both family sites this summer. Commissioner Ellis has appointed herself as the "New Tenant Welcoming Committee." New tenants will receive a packet that includes some information for Summit resources including the YMCA, The Connections, and the Summit Library. The Chamber of Commerce will provide a letter that will have a link to all the local shops and churches in the area. There will be a few more items from SHA and the Tenant Association included in the packet. Commissioner Ellis will introduce herself to the new tenants and welcome them to the community. At the Tenant's Meeting the new Common Area/Grounds Policy was reviewed in detail. It was understood that some tenants are not being respectful of their areas. The tenants expressed that the policy was not clear on topics such as patio furniture, toys, and grills. SHA will be open to discussion on this policy. Commissioner Dresdale commented that the Chestnut Tenant Meeting was extremely optimistic. The tenants are pleased with the new lighting in the outside areas at Chestnut. The Social Service coordinator is planning some collaborative events with the family sites and Chestnut.

Buildings & Grounds: (Chairperson Galietti) – Progress has been made on the Capital Improvement List. Remodeling of the community room at Glenwood is being considered. Additional security cameras were installed at Glenwood. Some landscaping will be done this summer at all sites.

Re-Development Committee: (Commissioner White) – The Re-development process is continuing. A decision should be made in the next month to move forward with the renovation of the existing units. At the next meeting there will be more information to follow.

PUBLIC COMMENT:

Juliana Costa (Weaver Tenant): While she understands the need for the common/tenant areas to be neat and organized, she feels the new policy is not fair and realistic. It is important that children have activities that do not place them in front of a computer screen or in front of a television playing a video game. During COVID 19 she made sure that her children had a safe place to play. She feels that the new policy would negatively impact her family's lifestyle.

Jessica McClain (Weaver Tenant): She feels that as a result of some tenants not taking care of their areas, all tenants are being punished by the new policy. Limited space is an issue in the apartments. She would like to see a revision of the new policy as it relates to storage of items (bikes, grills etc.)

Lacretia Jones (Glenwood Tenant): (President of the Glenwood Tenant Association) The Association was established to bridge the gap between the tenant and SHA management. At the Tenant's Meeting the tenants felt that they were not being heard. She is not opposed to change; we want to beautify the grounds. There has to be a better solution. We should work together to create a better policy.

Davita Williams (Weaver Tenant): The policy will not be effective until 06/14/23, she wants to know if the tenants can enjoy the Memorial Day holiday weekend without an issue. She would like someone to share the Fire Department rules about the outdoor gas grills with her. She feels the tenants are being suffocated with so many policies and rules.

Wanda Fortune (Glenwood Tenant): Suggested that if the city is replacing the two trees that were destroyed, she would like them to be placed away from the playground area.

Veronica Clarke (Glenwood Tenant): She is having a hard time backing out of her parking spot with bushes that are blocking her vision. SHA will make sure the landscapers trim back the bushes/trees.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-24-5-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of April 27, 2023 through May 24, 2023.

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

23-24-5-2: Resolution By The Commissioners of The Summit Housing Authority Amending an Adopted Capital Budget.

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

23-24-5-3: Resolution Authorizing the Award of a Contract to Slade Elevator of Mountainside, NJ for Elevator Modernization at 12 Chestnut Avenue in an Amount Not to Exceed \$334,893.

Commissioners Whipple 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): Not in attendance but shared some updates

- The Municipal budget was adopted unanimously at the last Council meeting.
- Primary election is June 6, so next Council meeting is Wednesday June 7.
- Summer hours for City Hall office begin Friday May 25 (M-Thursday 8am-4:30pm and Friday 8am-1pm until September 1.
- Memorial Day Parade is Monday May 29 at 10am.
- Several events happening in June: Summit Has Pride June 2, AAPI Cultural Celebration June 10, and Juneteenth Celebration June 17.

EXECUTIVE SESSION

ADJOURNMENT

There being no further business before the Board, Commissioners Walker and White moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:00pm.

NEXT MEETING DATE

Wednesday – June 21, 2023, at 7:00 pm
City Hall – Janet Whitman Room

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