

MINUTES
SUMMIT HOUSING AUTHORITY
April 28, 2021

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, White, Dresdale, Ellis, Kendellen, Walker and Whipple Jr. Also present were Interim Executive Director Keith D. Kinard, Housing Manager Jackie Roundtree and Office Administrator Mayda 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 November 19, 2020 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.

Interim Executive Director issued the Oath of Office to the new Commissioner Richard Lee Whipple Jr. He is the new Governor's appointed commissioner and will be replacing Peter Kane. He will be serving on the Finance /Operations Committee with Commissioner Walker. Commissioner Whipple gave a brief introduction.

Mr. Kinard led those in attendance in a salute to the flag.

THE MINUTES OF MARCH 24, 2021: Commissioners Dresdale and Kendellen moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti welcomed Keith D. Kinard as the new part-time Interim Executive Director. Keith is currently the Executive for the Morristown Housing Authority. His past work experiences in Newark and Pittsburgh have made him highly skilled and experienced. Keith will be assessing the state of our organization. We are looking forward to working together.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Kinard updated the Board on the following topics:

- This last month has gone so quickly and it has been refreshing to see the support and commitment of the Board and to meet so many residents. In the last few weeks, I have been getting acclimated with the grounds, buildings, staff, policies and procedures.
- In addition to meeting with some residents individually, I had the opportunity to conduct three resident meetings and in addition met with the Resident Board Committee to gain a better understanding of needs, issues and concerns.
- I also had the opportunity to meet with various City officials ranging from the City Administrator to the Chief of police, various Council Member along with others who are critical to addressing SHA needs.
- We also are completing site and unit inspections. This ties in well with our efforts to establish a new strategic plan to identify and address our short, mid and long-term goals.
- SHA recently hired Katie Ladner and Sue Fiesler as part-time social workers. This is critical to give us appropriate professional assistance in this area and to develop stronger partnerships with third-party, non-profit groups as we continue to navigate the COVID-19 environment.
- We are currently examining pest control procedures and general landscaping in an effort to drive improvements at our sites.

Finance/Operations: Commissioner Walker reviewed the finances. He currently does not have any concerns. There are currently three vacancies in each of our sites. Two of these units will be occupied by the 1st of May. The third unit at Glenwood has been taken off-line to have an architectural review done. Rent collection is steady. Inspections are being performed at all three properties. As a result of the inspections, we can anticipate a significant amount of work orders in the coming weeks.

Personnel Committee: Commissioner Kendellen met with Executive Director. We are developing some contractual options for his permanent hire. This will be shared with the Board at Mays Board Meeting. The 2021 goals for the Executive Director and staff job descriptions were reviewed. High priority was set for hiring for the Deputy Executive position.

Residents Committee: Commissioners Dresdale and Ellis met with Keith. They are delighted that he will be working with them on resident issues. The resident meetings were not attended by many residents. The commissioners would like to see the Housing Authority hold an outdoor event at each of the sites. It was a positive step to hire two new part-time social workers. This is a huge improvement on having these services for our residents. Commissioner Dresdale discussed the importance of having our residents vaccinated. She would like to see a physician or church leader come and speak to the residents to dispel any fears or concerns they have about the COVID-19 vaccine.

Buildings & Grounds: Chairperson Galietti met with Commissioners Kendellen and Executive Director. There are inspections that are being conducted at the three properties. We are expecting a significant amount of work orders and some evaluations on priorities that we need to focus on. That input will determine our plan for what we can be done this year. Keith has met with our current landscaper. He has walked through the properties to determine what improvements need to be addressed. We are looking into hiring a recently graduated paid intern from the Rutgers Landscape/Architect Department. We are waiting for plans to come back from the architect to renovate our Glenwood apartments.

PUBLIC COMMENT:

Tortoriello, Adrienne - (Chestnut Resident): She is thrilled to have Keith as the new Interim Executive Director.

Grace, Rosemary - (Chestnut Resident): Resident wanted express how delighted she is to have Keith as our Executive Director. Keith's warmth and professionalism came through during the Resident ZOOM meeting.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

21-28-4-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of March 25, 2021 through April 28, 2021.

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

21-28-4-2: Resolution Requesting the Approval to enter into a Contract with Novagradac & Company LLP in the amount of \$9,950.00 for Auditing Services for FYE 2020.

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

Council Liaison: Greg Vartan thanked Peter Kane for his seven years of service to the Board. He wanted to welcome and thank Richard Lee Whipple Jr. for his willingness to serve on the Board. He met with Keith and is looking forward to collaborating with him in the future.

There being no further business before the Board, Commissioners White and Dresdale moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:45pm.

NEXT MEETING DATE

**Wednesday May 26, 2021 at 7:00 pm
Via ZOOM Video Conferencing**

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