

MINUTES
SUMMIT HOUSING AUTHORITY
June 21, 2023

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Deputy Director Jacqueline Gray 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 Housing Manager Jackie Roundtree, and Office Administrator Mayda B. Kuriawa. Executive Director, Keith Kinnard, was absent. 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 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.

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

THE MINUTES OF MAY 24, 2023: Commissioners Kendellen and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Chairperson Galietti wanted to make sure that all the Commissioners had time to review the RAD II partner information she forwarded to them. There will be a final vote tonight to name the

REPORT OF THE DEPUTY DIRECTOR:

- The CDBG Year 48 projects consisting of the new intercom system, new FOB readers and the installation of outdoor lights at Chestnut have been completed. All documentation has been provided for re-imbusement.
- The contractor for the elevator modernization project has been selected. Our legal counsel has informed us that we need to hire an elevator consultant that has a QEI (Qualified Elevator Inspector) license to oversee the work. The project will be on hold until we can procure this professional.
- With schools being off, there are numerous activities scheduled to take place every Tuesday at Glenwood and every Wednesday at Weaver. Thirteen of our seniors at

Chestnut attended the 2023 Union County Senior Citizens Art Exhibit that was held at Union County College in Scotch Plains. Two of them received Honorable Mention Ribbons for their “self-portrait” acrylic paintings.

Finance/Operations: (Commissioner Walker) Commissioner Walker stated that the Budget to Actual Report showed typical ups and downs. Some large bills paid this month made the numbers look off. There is a balance of unpaid rent that we need to collect. We may have to write off balance if we do not recover these balances. Rent collections were exceptional this month. He wanted to thank the team for a job well done. Chestnut has no vacancies; Glenwood has no vacancies and Weaver has one vacancy.

Personnel & Policy Committee: (Commissioner Kendellen) Mid-year Employee Evaluations will be done in July. The Personnel & Policy Committee is working on the Admissions and Occupancy Policy. We reviewed the Use of Family Housing Outdoor Balcony, Patio & Deck & Common Areas/Grounds Policy that was discussed at the last Board Meeting. There were some provisions made to the policy after listening to the tenant concerns. The new policy will be sent to the tenants. We will wait on their response and finalize the policy.

Residents’ Committee: (Commissioner Dresdale) Commissioner Dresdale Ellis attended both Tenant Meetings and she said they were both positive. Some concerns from Chestnut were washing machines that needed repair, heating/cooling system in the building, elevators, and new rugs in the common areas. Commissioner Ellis stated that there was a good turn-out at the Glenwood/Weaver Tenant meetings. Keith, the Executive Director discussed the RAD II Project that is being considered for all sites. Some concerns at Glenwood were sidewalk paving not complete, shrubs that need to be trimmed and security deposit questions. There are two “Cops & Cones” outings set for Glenwood and Weaver. There will be free ice cream for the tenants and an opportunity to meet with Summit Police officers.

Buildings & Grounds: (Chairperson Galietti) – SHA is working on the landscaping projects for all three sites. The Maintenance staff is cleaning out the Maintenance storage areas.

RAD II Renovation: (Commissioner White) – Tonight the Commissioners will be voting to select a partner for the RAD II Project. A letter of intent will be drawn by our legal counsel and will be sent to the chosen partner. The next step will be to establish a timeline for the development plan.

PUBLIC COMMENT:

Davita Williams (Weaver Tenant): She received the updated the “Use of Family Housing Outdoor Balcony, Patio & Deck & Common Areas/Grounds Policy” and wanted to make suggestions. Chairperson Galietti asked her to send all comments and concerns to SHA via e-mail.

Wanda Fortune (Glenwood Tenant): Wanted to discuss policy on security deposits. She feels that SHA should have a fixed rate on those deposits, and not be adjusted when the rent is increased. Keith is reviewing policy and will address this issue at a later time.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

23-21-6-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of May 25, 2023, through June 21, 2023.

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

23-21-6-2: Resolution Adopting a Revised Utility Allowance Schedule Effective July 1, 2023.

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

23-21-6-3: Resolution Approving and Authorizing the Award of Rental Assistance Demonstration Developer to Orbach Affordable Housing Solutions LLC.

Commissioners Kendellen 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):

- Some roads in Summit are being paved. Utility work continues around town.
- Summit has a new police officer, Ashley Correa and seven new volunteer fire fighters.
- Five grant applications for projects were chosen that will address pedestrian and traffic safety.

ADJOURNMENT

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

NEXT MEETING DATE

**Wednesday – July 26, 2023, at 7:00 pm
Summit City Hall – Janet Whitman Room**

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