

MINUTES
SUMMIT HOUSING AUTHORITY
September 27, 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, Ellis, Walker and White. Commissioners Kendellen and Whipple were absent. Also present were Executive Director, Keith Kinnard, 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 JULY 26, 2023: Commissioners Walker and Galietti moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Commissioner Diane Dresdale moved from Summit and her position is currently vacant. We want to thank her for all the years of service as a Commissioner. Anyone that may be interested in joining the Board has to complete an application on the City of Summit website. Commissioner Galietti visited the Weaver site and is pleased with all the work that has been done. The new fence, property sign and steps look amazing. A lot of work has been done on the RAD II project. Updates will be provided by the Redevelopment Committee.

REPORT OF THE EXECUTIVE DIRECTOR:

- At Chestnut, the A-wing (first floor) has been plagued with flooding due to extensive rainfalls. A contractor installed a new drain system, and it is working well.
- The funding for the CDBG Year 49, a Community Block Grant has been approved. We will be receiving a contract soon so we can begin work that includes carpeting and window treatments in the Chestnut Community Room; installing of the fire suppression cans over the stove tops for all the units at Chestnut to prevent future fires in the building

and four-way camera installations. At the Glenwood Community Room, we will be installing new flooring, furniture and a new heating and cooling system.

- RFPs will be going out again for Limited Construction services, Debt collection legal services and Web Re-design. They were due two weeks ago, unfortunately nobody responded.
- Office renovations will begin on October 2nd through the 6th. Jacqueline will be in the office during this time. Jackie and Mayda will be working from home. The telephones will be answered and there will be no interruptions in Maintenance services.

Finance/Operations: (Commissioner Walker) Everything was in order, and he felt confident that we are tracking above the line for the year. We have four vacancies at our sites. Three have already been leased and will be taken over for occupancy by October. Our current occupancy rate is high. Rent collections are ahead of schedule. Work orders are being completed in a timely manner.

Personnel & Policy Committee: (Commissioner Kendellen) The committee completed the mid-year review (check-in) for Keith. All Mid-year Employee Evaluations were done for all the employees. The committee is working on the final draft of the Admissions and Occupancy Policy.

Residents' Committee: Executive Director Keith Kinard reported on the Tenant Meeting at Chestnut. The tenants are looking to get some landscaping in the way of flowers to enhance the outside of the building. Some potholes have been reported on the sidewalk. We are working with the city to have them repaired. There is some concern regarding missing packages in the mail area. We will be installing cameras soon in that area so that we can deter this from happening in the future. Housing Manager Jackie Roundtree reported on the Tenant Meeting at Glenwood. (via ZOOM) She went over reporting changes in family composition. It was noted that if things are not being reported in a timely manner they may become a problem for the tenants. All changes in family income have to be reported when they occur. The office will no longer set up informal re-payment agreements. Court-ordered re-payment agreements will now be made by the law office. A large percentage of the tenants under the informal agreements were not following the plans set up by the office. Rent security deposits were also discussed at the meeting.

Buildings & Grounds: (Chairperson Galietti) – We are waiting for a start date for the elevator renovation at Chestnut.

RAD II Renovation: (Commissioner White) – A letter of intent was signed with a developer/partner (Orbach Affordable Housing Solutions) We are in a due diligence period with them. During this period Orbach will be going out to find funding sources that we may be eligible to receive. We have to get cooperation from the Summit City Counsel (A Resolution of Need) Commissioner Galietti and Executive Director Keith Kinard have met with each Counsel member to discuss the renovation plans. Depending on the status this issue may be included on the City Council agenda in October.

PUBLIC COMMENT:

Arthur Stewart (Weaver Tenant): Reported that grass trimmings and other things are being dumped in the woods by the landscapers. He is seeing a lot of mosquitoes in the playground areas and on the grounds.

Lacretia Jones (Glenwood Tenant): She is currently displaced in a hotel due to work being done in her apartment. It has been a few weeks since she has been at the hotel. It has been difficult for her and her family. She is concerned about how it is going to affect tenants when they are displaced during extensive renovations. Security deposits increasing when rent increases is a matter she doesn't understand why this is policy and would like some clarification on this matter.

Wanda Fortune (Glenwood Tenant): She feels the Board and SHA are not listening to her concerns about the rules and regulations placed by SHA. The Outdoor Policy and Security Deposit policy are unfair to the tenants. She also was inquiring about how the Board of Commissioners are appointed. Greg Vartan briefly described the process. Co-chair Dennis White discussed the importance of the security deposit policy.

OLD BUSINESS: NONE

NEW BUSINESS: Commissioner Andrew Walker will be overseeing the Resident's Committee.

CORRESPONDENCE: NONE

RESOLUTIONS:

23-27-9-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of July 27, 2023 through September 27, 2023.

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

23-9-27-2: Resolution for Renewal of Membership in the New Jersey Public Housing Authority Joint Insurance Fund.

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

23-9-27-3: Resolution Approving and Authorizing the Award of a Contract to Summit Affordable Housing Corporation as the Nonprofit Affordable Housing Developer Partner.

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

23-9-27-4: Resolution Approving the Annual Budget for the Fiscal Year January 1, 2024, through December 31, 2024 (HUD)

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

23-9-27-5: Resolution Approving the Annual Budget for the Fiscal Year January 1 2024, through December 31, 2024 (DCA)

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

2024 Budget Introduction Presentation – William Katchen CPA LLC

Mr. Katchen introduced the FY 2024 Operating Budget. The projected surplus is \$38,000. He answered questions from Board members.

Council Liaison: (Greg Vartan):

- Council member Susan Hairston has resigned. She is taking prestigious fellowship at the University of Chicago. Her replacement will be named at the next Council Meeting on 10/03/23.
- There is a new Emergency Alert System in Summit. Everybody enrolled in the old system has to re-enroll. The city has sent out several notices via e-mail, text and social media with information to get registered.

ADJOURNMENT

There being no further business before the Board, Commissioners Walker and Galietti moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:12pm.

NEXT MEETING DATE

Wednesday – October 25, 2023, at 7:00 pm
Summit City Hall – Janet Whitman Room

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