

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**June 22, 2022**

7:03 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, Dresdale, Kendellen, and Walker. Commissioners Ellis, White and Whipple were absent. 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 22, 2021, 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 MAY 25, 2022: Commissioners Kendellen and Walker moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: Chairperson Galietti – Chairperson Galietti wanted to remind everyone that the next Board Meeting will be held on July 27, 2022. There is no Board Meeting scheduled in August.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Kinard deferred from commenting during this meeting.

**Finance/Operations:** (Commissioner Walker) Commissioner Walker stated nothing significant to report on the finance review. Rent collections have been slightly affected by payment delinquencies of several non-paying tenants. The tenants are being set up on re-payment plans and others have been referred to our legal counsel for resolution. Work Orders are being completed promptly. The percentage may differ by the date the work order is opened and completed.

**Personnel & Policy Committee:** (Commissioner Kendellen) Personnel Policy was distributed to all employees. Staff training is ongoing. The SHA Bi-Laws are being reviewed with Executive Director and legal counsel. They will be presenting updates to the Board once it is completed.

**Residents Committee:** (Commissioner Dresdale) Stated that she was unable to attend the Chestnut resident meeting. Keith commented that the overall meeting went well. He commented on the recent activities held in the building. (Father's Day Celebration and Windcreek Casino Trip) There is concern with tenants not following policy as it relates to the amount of stuff on the inside/outside of their units. The Commissioner feels that the tenant leases need to be reviewed to enforce our policies on this issue. She also stated that our Chestnut tenants need to meet with the Broad Street West re-development group so that they can voice their concerns with this project. She felt as though this meeting was long overdue.

**Buildings & Grounds:** (Chairperson Galietti) Commissioners Galietti, Commissioner Kendellen along with Executive Director and Deputy Director visited all sites. It was noted that the buildings showed a vast improvement in the appearance of the hallways and common areas.

**Re-Development Committee:** (Co-Chairperson White) Co-Chair White was absent. The RFP wasn't sent out to developers. The RFP will be going out in the coming weeks. The Board can discuss this in detail at the September Board Meeting.

**PUBLIC COMMENT:** Rosemary Grace (Chestnut Resident) Stated that "hoarding" is a mental issue. We should try and find someone to help the tenants to deal with this problem. The elevator at Chestnut should have a system that notifies the office when they are not in working order. She feels that it is important that someone addresses the concerns of the Chestnut tenants as it relates to the Broad Street West Project.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**CORRESPONDENCE:** NONE

**RESOLUTIONS:**

22-25-5-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of May 26, 2022, through June 22, 2022.

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

22-22-6-2: Resolution Ratifying an Emergency Work and Payment to RMD Construction to Install Two ADA Compliant Showers at 12 Chestnut Avenue in the Amount of \$12,800.00.

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

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

There being no further business before the Board, Commissioners Walker and Kendellen moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:10pm.

**NEXT MEETING DATE**

**Wednesday July 27, 2022, at 7:00 pm  
Summit City Hall – Janet Whitman Room**

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