

MINUTES
SUMMIT HOUSING AUTHORITY
December 21, 2022

5:00 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, Whipple and White. Also present were Executive Director Keith D. Kinard, 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 NOVEMBER 17, 2022: Commissioners Walker and Kendellen moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – NO REPORT

REPORT OF THE EXECUTIVE DIRECTOR:

- Work is beginning on projects that Year 48 CDBG grant awarded SHA. The projects will include the installation of necessary outdoor lighting, additional key FOB readers and a new intercom system at Chestnut. Contractors have been selected through Procurement. The work on these projects will be completed by the end of the first quarter of the year. Year 49 CDBG application was submitted to Union County. Some of the noted plans include the renovation of the Community Room, installation of cameras at every point of entry and a range hood suppression system at Chestnut.
- Mava Landscape has finished the underground drainage work in the courtyard at Chestnut.
- The 2021 audit has been completed. It has been distributed to all the Commissioners. A representative will be at the Board meeting in January 25, 2023 to provide a report.

- The year-end staff evaluations have been completed for the entire staff. Goals and objectives for 2023 will be drawn up and presented to each staff member.

Finance/Operations: (Commissioner Walker) (Finance) Commissioner Walker reported that we are ahead of schedule for year end. (Operations) Commissioner Whipple said that we will be writing off uncollectible rent receivables. Chestnut has two vacancies that are being leased in January. Glenwood has two vacancies that will be leased soon. Weaver has no vacancies.

Personnel & Policy Committee: (Commissioner Kendellen) The committee is reviewing the Performance Appraisal for the Executive Director. Training is on-going with the staff. The large Admissions and Occupancy policy will be reviewed by the committee moving forward and it will take some time.

Residents' Committee: (Commissioner Dresdale) Commissioner Ellis indicated that the Glenwood/Weaver Tenant meeting was well attended. The meeting was held at a later time than usual, perhaps this helped with the tenant's participation. The Housing Manager Jackie Roundtree discussed the SHA Program Requirement for Tenants. It was well received by tenants. The Glenwood and Weaver tenants decided to set up a Tenant Association to improve communication between SHA and tenants. Mr. Kinard noted that the Chestnut meeting was also well attended, and the tenants had an opportunity to review SHA program requirements and discuss various issues of concern.

Buildings & Grounds: (Chairperson Galietti) – Commissioner Galietti and Commissioner Kendellen along with Deputy Director Jacqueline Gray visited the Chestnut and Glenwood sites. Commissioner Kendellen wanted to thank the staff for the maintenance of the properties as she felt that both sites looked amazing and were very well kept.

Re-Development Committee: (Commissioner White) – The committee met with the Executive Director and the consultant from CSG. The submissions from the developers were discussed during the meeting. Four developers will present their proposals at the end of January or beginning of February. In addition, Commissioner White and Mr. Kinard are currently working with our attorney to establish By-Laws for the Affordable Housing Corporation. Members of the Board of the organization have been contacted about our plans and some will be serving alongside newly appointed members. We are looking to schedule a meeting of the Board of the corporation to take certain actions in the next month or two.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

- 22-21-12-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of November 18, 2022 through December 21, 2022.

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

- 22-21-12-2: Resolution Adopting the 2023 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.

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

- 22-21-12-3: Resolution Approving the 2023 Adopted Budget Resolution. Fiscal Year January 1, 2023 through December 31, 2023

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

- 22-21-12-4: Resolution Authorizing the Award of a contract to William Katchen to Provide Fee Accountant Services for the One Year Period of January of January 1, 2023 Through December 31, 2023 in and Amount Not to Exceed \$31,800.

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

- 22-21-12-5: Resolution Authorizing the Award of a Contract to The Alamo Insurance Group, Inc. of North Bergen, NJ to Provide the Professional Services as a Risk Management Consultant for the One Year Period of January 1, 2023 through December 31, 2023.

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

22-21-12-6: Resolution Authorizing the Award of a Contract to E & G Exterminators of South Amboy, NJ to provide Pest Control Services for the One Year Period of January 1, 2023 through December 31, 2023 in an Amount Not to Exceed \$8,000.

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

22-21-12-7: Resolution Confirming the Award of a Contract to Mava Landscaping Inc. of Summit, NJ to Perform the 2023 Landscape & Grounds Maintenance at All Authority Sites in An Amount Not to Exceed \$17,000.

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

22-21-12-8: Resolution Authorizing the Award of a Contract to William Connelly of Mendham, NJ to Provide General Legal Services for the One Year Period of January 1, 2023 through December 31, 2023 in an Amount Not to Exceed \$15,600.

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):

Broad Street Development – no update to report until January. Summit Police Captain is retiring. Two new police officers were hired. City of Summit Counsel will have their Reorganization Meeting on January 3, 2023. New Council members will be sworn in, elect a new Counsel President and the Mayor will deliver the State of the City Address. Mr. Vartan wanted to thank this Board of Commissioners and staff for all their hard work. He is pleased to continue as the Liaison in 2023.

ANNUAL REORGANIZATION – ELECTION OF OFFICERS FOR 2023:

Keith Kinard initiated the meeting by calling it to order. Mr. Kinard further defined the election process in accordance with the Board bylaws. A general discussion took place.

OFFICE OF CHAIR: Commissioner Kendellen nominated Chairperson Galietti to serve as Chair, seconded by Commissioner Dresdale. There being no other nominations, All Commissioners voted in an affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to re-elect Commissioner Galietti as Chair for the 2023 term.

OFFICE OF VICE-CHAIR: Commissioner Kendellen nominated Commissioner White to serve as Vice-Chair, seconded by Commissioner Galietti. There being no other nominations, All Commissioners voted in the affirmative to close nominations.

Upon roll call, all Commissioners voted in the affirmative to re-elect Commissioner White as Vice-Chair for the 2023 term.

There being no further business before the Board, Commissioners Whipple and Kendellen moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 5:44pm.

NEXT MEETING DATE

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

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