

MINUTES
SUMMIT HOUSING AUTHORITY
December 18, 2024 – 5:00PM

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Commissioner Galietti called the meeting to order at 5:00pm. The following Commissioners were present: Commissioners Galietti, Ellis, Kendellen, Lee, Walker and Whipple.

*Commissioner Kane was absent. Also, present were Jacqueline Gray, Executive Director, Jackie Roundtree, Housing Manager and Mayda B. Kuriawa, Office Administrator.

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 28, 2023, 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 OCTOBER 23, 2024: Commissioners Walker and Kendellen moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) After five years of serving as Chair of the Board of Commissioners, Nancy Galietti is stepping down from her role, reflecting on her tenure with a sense of honor, accomplishment and optimism. She will remain on the Board until the completion of her term. Nancy expressed deep gratitude to the SHA staff for their hard work and dedication. She also recognized Executive Director, Jacqueline Gray for the positive impact she has already made and expressed eagerness to see where Jacqueline will lead SHA in her new role. Nancy thanked the Board of Commissioners for their unwavering support, commitment, and the positive contributions they've made to the SHA community and gave a special acknowledgment to Vice Chair, Roz Kendellen for her consistent support. Finally, Nancy emphasized that the residents are truly the heart and soul of the community.

ANNUAL REORGANIZATION – ELECTION OF OFFICERS 2025:

Nancy Galietti defined the election process in accordance with the bylaws. A general discussion took place.

*Commissioner Kane absent due to miscommunication.

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

Upon roll call, all Commissioners voted in the affirmative to elect Commissioner Kendellen as Chair for the 2025 term.

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

Upon roll call, all Commissioners voted in the affirmative to elect Commissioner Whipple as Vice-Chair for the 2025 term.

Vice Chair Kendellen thanked Nancy Galietti for her five years of service as both Commissioner and Chair. Commissioner Kendellen also congratulated Esther Ellis for successfully completing her five-year term as Commissioner, thanking her for her contributions and for effectively collaborating with the Board by bringing tenants' concerns to them and the Executive Director.

REPORT OF THE EXECUTIVE DIRECTOR:

As the year comes to a close, Jacqueline reflected on the completion of 24 projects, including the elevator modernization at Chestnut, the Glenwood Community Room renovation and the painting of apartment doors at Glenwood and Weaver. Despite an unusually high number of turnovers, Jacqueline expressed gratitude to the staff for their dedication and hard work. She also emphasized the ongoing commitment to building strong relationships with tenants. One way this was achieved was by hosting several engaging activities. For the seniors, events included a Mother's Day Celebration, an International Potluck Luncheon, an Aloha Barbecue and a Christmas Party. For the families of Glenwood and Weaver, activities included a Children's Movie Night, a Back-to-School Barbecue, a Halloween Party and a Christmas Chinese Auction.

Jacqueline expressed gratitude to the Board for their support and unique contributions.

An update was provided on the laundry room repair. An engineer has proposed a scope of work, which a plumber is reviewing to develop a plan. A meeting will be scheduled with the elevator company and plumber to ensure the necessary changes do not damage the newly installed elevator equipment.

A meeting was held at Chestnut to address garbage collection, and a new schedule was developed based on tenant feedback to improve services.

Finance/Operations: Commissioner Whipple (Operation/Financial) Stated that the year is not yet complete, and some items will not be reported until January. Revenue reported higher than expected due to the transfers from capital projects. Expenses such as extraordinary maintenance reported higher. Overall, the financial outlook remains strong, and a positive outcome for the year is anticipated. (Operations) There are currently five vacancies: four at Chestnut and one at Glenwood. Rent collections are at over 100% for the year. Additionally, recertifications and work orders have been fully completed, with a 100% completion rate.

Personnel & Policy Committee: (Commissioner Kendellen) Jacqueline is in the process of arranging for a temporary worker to assist the office staff two days a week. She is also conducting interviews for the Assistant Director/Property Manager position, with three candidates currently being considered. The Personnel Committee plans to interview the top two candidates. Morning briefings are being held with staff and have proven to be a helpful tool for organizing work. In January, a review will be conducted to assess accomplishments, evaluations, and goals for 2025, including a review of salaries and bonuses.

Residents' Committee: (Commissioner Walker) It was noted that it was a quiet month, with tenant meetings having low attendance. He expressed gratitude to Commissioner Esther Ellis for her valuable contributions to the Board. Having a commissioner who is also a tenant provided unique insights into the concerns of residents within the SHA community. (Commissioner Ellis) Shared that serving on the Board was both a challenge and a great opportunity. She acknowledged that being both a Board member and a tenant presents unique challenges but expressed excitement about the progress made and the work still to be done.

Buildings & Grounds: (Commissioner Galietti) On November 20, 2024, a special meeting was held with board members and the Executive Director. Christopher Borduin from LAN Associates reviewed previous assessments of the properties and presented a baseline evaluation for all sites. He prioritized projects based on feasibility and affordability within a five-year timeline. Priority One items, which address immediate needs due to their physical condition or potential safety concerns, should be implemented as soon as possible. Priority Two projects are necessary to enhance living conditions, while Priority Three items are optional or require improvement but can be deferred for several years. Mr. Borduin will create a detailed five-year plan, including cost estimates, and present it to Jacqueline and the board. Information about these plans will be shared with tenants once available.

PUBLIC COMMENT:

Rosemary Grace (Chestnut Tenant): Thanked Commissioner Galietti for her years of service as Chair.

Bob Pawloski (Ward 1 Council Member – City of Summit): It was shared that the City of Summit has an Affordable Housing budget that could be used to assist the Summit Housing Authority with some of the necessary building rehabilitation, under certain circumstances. He

expressed interest in meeting with the Summit Housing Authority to discuss potential opportunities.

Esther Ellis (Commissioner – Glenwood Tenant): It was stated that previous promises were made regarding the completion of building renovations, but she feels these plans have not materialized, and there has been insufficient communication with the tenants. She expressed a desire to include tenants in future discussions about the plans for their buildings.

Wanda Fortune (Glenwood Tenant): Requested clarification on the RAD program and its intended role in assisting Summit Housing with the needed building renovations. Nancy Galietti provided a detailed discussion of the proposed RAD II Program.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-18-12-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of October 24, 2024, through December 18, 2024.

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

24-18-12-2: Resolution Adopting the 2025 Regular Meeting Schedule of the Board of Commissioners of the Housing Authority of the City of Summit.

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

24-18-12-3: Resolution Appointing Jacqueline Gray as Fund Commissioner to the New Jersey Public Housing Authority Joint Insurance Fund for Fund Year 2025.

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

24-18-12-4: Resolution Designating the Financial Institutions for the Banking Needs of the Housing Authority of the City of Summit.

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

24-18-12-5: Resolution Designating the Official Newspapers for the Publication of Public Notices and Advertisements for the Housing Authority of the City of Summit.

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

24-18-12-6: Resolution Adopting the Annual Budget for the Fiscal Year January 1, 2025 through December 31, 2025.

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

24-18-12-7: Resolution Establishing a Management Fee for 31 Russell Place

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

24-18-12-8: Resolution Authorizing the Award of a Contract to Mava Landscaping Inc, of Summit N.J. to Perform the 2025 Landscape & Grounds Maintenance at All Authority Sites in an Amount Not to Exceed \$25,000.

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

24-18-12-9: 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, 2025 Through December 31, 2025 in an Amount Not to Exceed \$15,600.00

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

24-18-12-10: Resolution Authoring the Award of a Contract to PC Problems, LLC of Madison, NJ to Perform Information Technology Services for the Period 1/1/25-12/31/25 in an Amount Not to Exceed \$15,000.00

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

24-18-12-11: Resolution Authorizing the Award of a Contract to William Katchen to Provide Fee Accountant Services for the One Year Period of January 1, 2025 Through December 31, 2025 in an Amount Not To Exceed \$33,000.

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

24-18-12-12: Resolution Authorizing the Award of a Contract to E&G Exterminators of South Amboy, N.J. to Provide Pest Control Services for the One Year Period of January 1, 2025 Through December 31, 2025 in an Amount Not to Exceed \$15,000.

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

24-18-12-13: Resolution Requesting the Approval to Enter into a Contract with Novogradac & Company LLP in the amount of \$11,220 for Auditing Services for FYE 2024.

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

24-18-12-14: Resolution Authoring the Award of a Contract to the Alamo Insurance Group, Inc of North Bergen, N.J. to Provide Professional Services as a Risk Management Consultant for the One Year Period of January 1, 2025 Through December 31, 2025.

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

Council Liaison: (Jamel Boyer):

Jamel congratulated Rosalind Kendellen and Rick Whipple on their new roles and thanked Esther Ellis for her years of service on the Summit Housing Authority Board.

Wanda Fortune was elected by the governing body of the City of Summit as the new tenant representative on the Summit Housing Authority Board. As a long-time Summit resident and dedicated public servant, Wanda is expected to bring fresh perspectives and make a significant impact in her new role.

Tamie Baldwin was appointed as the new City Treasurer/CFO for the City of Summit, and Jenny Hoff was hired as the new Chief Communications Officer.

Jamel highlighted the City's significant progress toward meeting affordable housing obligations under the Fair Share Housing regulations, emphasizing the need to maintain this momentum. He suggested that Summit Housing Authority could strengthen its eligibility for crucial funding by working with the City to initiate the removal of the residency preference. The administrative steps required to remove this preference and begin rehabilitation planning are straightforward. He recommended that the Summit Housing Authority Board meet with city officials to discuss these next steps.

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 6:09pm.

NEXT MEETING DATE

**Wednesday – January 22, 2025, at 5:30pm
12 Chestnut Avenue – Community Room**

Respectfully Submitted,
Jacqueline Gray, Executive Director/Secretary