

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**October 23, 2024 – 7PM**

**NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE**

Commissioner Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Ellis, Kendellen, Lee, and Whipple. Commissioners Kane and Walker were 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 SEPTEMBER 25, 2024: Commissioners Whipple and Ellis moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Nancy Galietti) A public meeting will be held on November 20, 2024, at the Vito Gallo building to discuss the findings of the report from LAN Associates of Midland Park, NJ. Christopher Borduin (RA, LEED AP), Senior Associate, will make a presentation on the needs for the buildings over the next five years. The Board's Annual Reorganization Meeting will be held on December 18, 2024, at 12 Chestnut Avenue, starting at 5:00 PM.

REPORT OF THE EXECUTIVE DIRECTOR:

A meeting was held with Christopher Borduin from LAN Associates to discuss concerns regarding the laundry rooms and the piping above the new panels installed in the elevator room. The plumber's proposed plan to resolve the issue was presented to Mr. Borduin for review and assessment. In response, Mr. Borduin provided recommendations for addressing the issue. A follow-up meeting will be scheduled with the plumber to review and develop a repair plan based on these suggestions. Additionally, an overflow occurred in the third-floor laundry room, causing water to spill into the elevator room and temporarily affecting one of the phone lines. The affected phone line is now fully operational.

An area of the sidewalk and curb behind Chestnut was damaged and required repair. The necessary work has been completed, making the area safe.

DCA (Department of Community Affairs) conducted a routine inspection of all units at Weaver as part of their compliance checks to ensure safety and health standards are being met. Rashan accompanied the inspector during the inspection and reported that it went very well. Only a few minor repairs were identified, and an official report will be provided.

The results of the lead-based paint inspections at Glenwood have been received, indicating that no lead-based hazards were found in any of the forty units. Each unit has been issued a lead-safe certificate, valid for two years.

**Finance/Operations:** Commissioner Whipple (Financials) We are on track to achieve a positive year-end result. By utilizing our own labor for various jobs, we are seeing a positive impact on expenditures. (Operations) There are six vacancies: four are at Chestnut and two at Glenwood. Three turnovers are in the process of being leased. Rent collections were lower this month. Recertifications and work orders are reporting positively in the Housing Manager Report.

**Personnel & Policy Committee:** (Commissioner Kendellen) Jacqueline is still searching for a candidate for the Assistant Director/Property Manager position and will be re-posting the job. Social worker, Katie Ladner, has returned and is currently working one day per week, with tenants at Chestnut expressing satisfaction. Jacqueline will be working on her goals for 2025.

**Residents' Committee:** (Commissioner Ellis) The Events Committee is preparing for the Family Halloween Party, which will be held at the Chestnut community room. This location was chosen because it is centrally located between the family sites, and tenants will have additional parking available in the City lot. Jacqueline reported that Chestnut tenants have expressed concerns about the new garbage pickup schedule. She and the Housing Manager will schedule a meeting with the tenants to address their concerns.

**Buildings & Grounds:** (Commissioner Galietti) Met with the engineer from LAN Associates and is looking forward to discussing the focus for the five-year plan.

#### PUBLIC COMMENT:

Rosemary Grace – (Chestnut tenant) – Ms. Grace expressed concern about the absence of the social worker at Chestnut. The social worker has returned to work and is currently only working one day per week. She also suggested that the garbage pickup schedule be discussed in more detail and pointed out that a tenant had placed their garbage bag outside their front door, rather than following the proper procedure of placing the garbage sign on the door and keeping the bag inside until staff comes to collect it. Additionally, she recommended that tenants, especially new ones, should be educated on the proper policies and procedures. Jacqueline responded by explaining that new tenants are provided with the rules and regulations when their apartments are leased. Jacqueline also noted that the Assistant Director/Property Manager to be hired will address these concerns in the future. In the meantime, the Housing Manager is responsible for enforcing rules and addressing tenant lease violations.

Lacretia Jones (Glenwood tenant) – Ms. Jones expressed concerns about the appointment of the new Board Chairperson in 2025, stating that the individual chosen should be empathetic to all tenant matters.

Wanda Fortune (Glenwood tenant) – Ms. Fortune expressed her concerns regarding the selection of the Chairperson for 2025, noting that, in her view, tenant concerns may not have been fully addressed under the current leadership. She also mentioned a tree on the property that affects drivers' visibility. Jacqueline responded that the tree has been trimmed, and she has not observed any further obstruction affecting motorists' views. Additionally, the tenant raised an issue with the loading zone at Glenwood, noting that the City is not managing it properly. Specifically, the 15-20 minute parking limit is not being enforced, creating a dangerous situation. Jamel Boyer (Counsel Liaison) has agreed to review the loading zone concern with Ms. Fortune and visit the area where the tree is reported to obstruct visibility with Ms. Gray.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-23-10-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of September 26, 2024, through October 23, 2024

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

24-23-10-2: Resolution Authorizing the Execution of an Amendment to the Landscaping Services Contract Between Mava Landscape Inc. and The Summit Housing Authority

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

24-23-10-3: Resolution Authorizing the Execution of an Amendment to the Electrical Services Contract between Accurate Electrical Contractors and the Summit Housing Authority

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

24-23-10-4: Resolution Authorizing the Award of a Contract to the Law Offices of Decotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus N.J. to Provide Affordable Housing Counsel Services for the One Year Period of November 1, 2024 through October 31, 2025

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

**Council Liaison: (Jamel Boyer):**

The City of Summit has a new Council President, Mike McTernan.

On November 16<sup>th</sup>, the Summit Police Department is hosting an NJMVC Mobile Unit event in the parking lot at City Hall from 10AM to 2PM. Members of the public are invited to attend and can renew registrations, apply for IDs, and more. NJMVC Mobile Units are wheelchair accessible. Special registration is needed for other things. Additional information is on the City of Summit's website.

The Summit Hometown Heroes signs were taken down due to changing weather conditions. It is proposed to keep them up until Veterans Day, November 11th.

New lighted crosswalk signs have been installed at St. Theresa's Church, with additional signs planned for other locations in Summit.

Affordable Housing is planning to build new properties in the future. SHA is encouraged to meet with the city to develop a long-term plan.

There being no further business before the Board, Commissioners Whipple and Ellis moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:55pm.

**NEXT MEETING DATE**

**Wednesday – December 18, 2024, at 5:00pm  
12 Chestnut Avenue – Community Room**

Respectfully Submitted,  
Jacqueline Gray, Executive Director/Secretary