

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**April 24, 2024 – 7PM**

**NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE**

Chairwoman Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Kendellen (via telephone), Ellis, Eliot, Lee, Walker and Whipple. Also, present were Interim Executive Director, Jacqueline Gray, Housing Manager, Jackie Roundtree, Office Administrator, Mayda B. Kuriawa and SHA Legal Counsel, William R. Connelly.

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 MARCH 27, 2024: Commissioners Whipple and Ellis moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – Under the advisement of legal counsel will conduct regular business at this meeting and continue to a closed session.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR:

Ms. Gray and Jackie Roundtree will be attending the NJNAHRO conference in Atlantic City from 04/29/24 through 05/01/24. This event will provide an excellent opportunity to network with other Housing Authority professionals and to enhance our knowledge on topics including HOTMA regulations and PHA financial management.

HUD requires an annual (HQS) Housing Quality Standards inspection of all units. The objective of the inspections is to guarantee that all units are safe, clean and properly maintained. This year's inspections are scheduled for May 8th & 9th. Jacqueline will be accompanying the inspector and someone from our maintenance staff during the inspections. Work orders will be generated following the inspection for any necessary repairs. If there are any housekeeping

concerns, tenants will be contacted by the Housing Manager, Jackie Roundtree, and will be given an opportunity to make modifications to their units. SHA staff will then conduct a follow-up inspection.

The artificial turf project is underway and all of the trees on the Board of Education side have been cleared. This highlights a lack of appeal on our property side at Weaver St. A letter will be drafted to Mr. Jess (BOE) to address our landscaping concerns.

We are very pleased to announce all of the great activities that have taken place for SHA tenants this month which were organized by both tenants and staff.

- an international dinner featuring a variety of foods from multiple countries. The set-up was beautiful, and the event was well attended. The movie, "Sister Act II" was presented at the end for all to enjoy.
- breakfast hosted by Zion Youth Group
- a tech Help session for seniors
- a visit from the Brayton School students to tell stories and play games

#### Activities at Glenwood & Weaver included:

- a visit from Grace organization to distribute fresh produce and other supplies including paper products. Tenants were encouraged to sign up for additional services offered by the organization
- Yoga

Tenants were given a survey. This will assist us in identifying the workshops our families might be interested in so we can provide engaging and valuable learning experiences.

**Finance/Operations:** (Commissioner Whipple) Financials – SHA is reporting positive numbers on the Budget to Actual Report. The delinquency report looked fine overall. Going forward, a more detailed report on the expenses will be provided. Operations - There are three (3) vacancies. Two are being leased and one (1) is a turnover. Commissioner Lee reported that the committee is going to discuss ways to make sure we are not missing vacancy rent payments. Maintenance completed work orders on schedule.

**Personnel & Policy Committee:** (Commissioner Kendellen) On April 24, 2024, the Board had a closed session meeting to discuss personnel matters. There is another closed session meeting planned for tonight, immediately following this meeting.

**Residents' Committee:** (Commissioner Walker) At the Family tenant meeting (Glenwood & Weaver) Katie Ladner, SHA Social Worker, performed a breathing exercise technique for stress management. The exercise was well received by tenants. As the grounds policy is being finalized, tenants were urged to ensure the cleanliness and tidiness of their perspective areas. The Chestnut tenant meeting was quiet and well attended by the tenants. No concerns to report.

**Buildings & Grounds:** (Chairperson Eliot) The small elevator at Chestnut is expected to be completed in around two weeks. Subsequently, work will begin on the large elevator, and it is estimated to take nine weeks to complete. New heat pumps have been ordered. These heat pumps can be installed without having to replace the entire sleeve. SHA is looking to purchase a new maintenance truck. Jacqueline will be getting a quote from our landscaper for plantings at the Weaver site. Along with the landscaping from the Board of Education, the outdoor spaces will be visually pleasing.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-24-4-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of March 28, 2024, through April 24, 2024.

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

24-24-4-2: Resolution Appointing Jacqueline Gray as Qualified Purchasing Agent.

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

24-24-4-3: Resolution Approving the Increase of the Bid Threshold to \$44,000 and Quote Threshold to \$6,000.

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

**Council Liaison: (Jamel Boyer):** A complaint was received about the interview process in the search for the Executive Director of Summit Housing Authority. SHA counsel commented that there will be a closed session at the end of this meeting to discuss this in detail with the Board. The Mayor of Summit is establishing a Task Force on the homeless in Summit. Jamel is hoping that this task force will make a positive impact on the homeless situation in Summit.

There being no further business before the Board, Commissioners Walker and Lee moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:30pm.

**NEXT MEETING DATE**

**Wednesday – May 22, 2024, at 7:00pm  
1-6 Glenwood Place – Community Room**

Respectfully Submitted,  
Jacqueline Gray, Interim Executive Director/Secretary