

MINUTES
SUMMIT HOUSING AUTHORITY
February 28, 2024

7:00 P.M.

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Chair Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Ellis, Eliot, Kendellen, Lee and Whipple. Commissioner Walker was absent. Also, present were Interim Executive Director, Jacqueline Gray, Housing Manager, Jackie Roundtree and Office Administrator, Mayda B. Kuriawa. 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 JANUARY 24, 2024: Commissioners Whipple and Eliot moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – A letter was sent out to all tenants of SHA properties after the January 2024 SHA Board meeting, The letter stated that the SHA Board of Commissioners voted to pause the RAD II Renovation Project with Orbach Partners, while focusing on hiring a new Executive Director that can lead the organization and the renovation efforts.

The Board officially appointed Jacqueline Gray as the Interim Executive Director while they conduct a search for the new Executive Director. Jacqueline has been serving as Deputy Executive Director for over two years and has been responsible for the completion of many capital projects at the SHA properties. The SHA Board has confidence that Jacqueline will continue to keep the organization running smoothly through this transition.

The Board will be gathering after this meeting for an Executive Session to review salary increases for the staff.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR :

Elevators at Chestnut

- Jacqueline was incredibly pleased to report that the elevator modernization project at Chestnut began on February 20th. They are currently working on the small elevator and will start work on the other one as soon as the first is finished. The expected completion for both elevators is around 12 weeks or so. Rashan has been overseeing the project each day to make sure everything runs smoothly.

Renovation at Glenwood Community Room

- The renovation has been paused due to an asbestos finding on a few small areas of piping. An environmental company has been found who is qualified to safely remove it and will do so at the end of next week.

Activities/Events at Chestnut

- One of the tenants is providing movies each day this week in honor of Black History month. Next month, there are already a few events scheduled including a St. Patrick's Day dinner that already has sixty tenants signed up to attend and a workshop by Officer Kotiga on Preventing Scams. There are also tenants who have volunteered to plan even more events. We will monitor that progress while considering options for a coordinator position.

Finance/Operations: (Commissioner Whipple) The Budget to Actual and Treasurer's Reports were reviewed. SHA is off to a good start in 2024, nothing significant to report. There are six (6) vacancies. Four (4) at Chestnut, one (1) at Glenwood and one (1) at Weaver. All six have lease dates. Rent collections are at 102%. There are five (5) tenants that will be referred to legal counsel for payment plans. Recertifications were at 100%. Work orders were all completed except for two at the end of the month. Operations look solid.

Personnel & Policy Committee: (Commissioner Kendellen) The position of Executive Director was advertised on the SHA website, The Local Source Newspaper and posted with the NAHRO and PHADA organizations. It has been a smooth transition for Jacqueline, Interim Executive Director and staff. Interviews for the Executive Director position will begin on March 12th. Jacqueline Gray successfully passed the QPA (Qualified Purchasing Agent) examination. This certification will assist the Housing Authority with the Procurement Process. The Committee is working on the job description for the part-time Housing Assistant position.

Residents' Committee: (Commissioner Ellis) The Glenwood/Weaver Tenant Meeting was not well attended. The SHA staff played a trivia game with prizes to increase tenant engagement. It was well received. The senior meeting was held and there were some concerns. The misuse of washing machines and dryers in the building by some tenants was among the concerns. Jacqueline is planning to have the laundry company come to the building to do a presentation on the proper use of the machines. The tenant activities have been minimal due to the parting of the former activities Coordinator. Some tenants have volunteered to keep the momentum going with the events.

Buildings & Grounds: (Chairperson Eliot) The main focus at this time is on hiring a permanent Executive Director so that we can explore funding methods for the RAD renovation project. SHA continues to make Capital improvements. New elevators are currently being installed at Chestnut. While the elevators are being worked on and replaced, we have a staff of skilled and trained engineers on site every day in case there is a need to make repairs to the elevator being used by the tenants.

PUBLIC COMMENT:

Rosemary Grace (Chestnut Tenant) Tenant rented a projector screen from the Summit Library. Her intention was to show Black History Month movies in the Community Room at Chestnut, but she needed a Blu-ray player to do so. SHA provided her with a new Blu-ray player that can display most films. She wanted to thank the office for providing her with what she needed so that she could hold the events and have a way to show more movies in the future.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-28-2-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of January 25, 2024, through February 28, 2024.

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

24-28-2-2: Resolution Approving the Establishment of Salaries for the 2024 Fiscal Year.

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

Council Liaison: (Jamel Boyer):

Jamel Boyer stated that his purpose as Liaison to the City of Summit is to share information with the Council that can assist the Housing Authority. He would like to have as much information as possible made available to him. Chair Galietti responded by saying that at the monthly Board Meetings the special committees report to all attendees. This information can be shared with City Council. The Council liaison can also meet with individual Commissioners outside of the Board Meeting to discuss existing projects. We can work together and collaborate by keeping the lines of communication open and direct.

The City of Summit has passed a new Resident Protection Ordinance due to the increase in auto thefts and burglaries. This ordinance introduces civil penalties for crimes committed on private property. In addition to criminal charges, offenders will now receive a municipal summons that may result in fines, compulsory community service, or jail time.

EXECUTIVE SESSION: Commissioner Kendellen and Ellis moved and seconded that the Board goes into Executive Session to discuss personnel matters. The roll call was unanimous in the affirmative.

NEXT MEETING DATE

**Wednesday – March 27, 2024, at 7:00pm
Vito Gallo Building – Community Room**

Respectfully Submitted,
Jacqueline Gray, Interim Executive Director/Secretary