

MINUTES
SUMMIT HOUSING AUTHORITY
February 26, 2025 – 5:30PM

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Commissioner Kendellen called the meeting to order at 5:30pm. The following Commissioners were present: Commissioners Galietti, Fortune, Kane, Kendellen, Walker, Whipple and Lee (via telephone). Also, present were Jacqueline Gray, Executive Director, Michelle White, Assistant Executive Director/Property Manager, 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 26, 2024, 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 22, 2025: Commissioners Walker and Whipple moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Kendellen) Michelle White was introduced as the new Assistant Executive Director/Property Manager. She was a previously a Facility Manager at the Newark Housing Authority. She is off to a great start with us.

We rescheduled a presentation with Bill Katchen, our accountant for next month. He will review the Budget to Actual Report.

Chair, Kendellen, Commissioner Whipple and Commissioner Walker attended a meeting on February 10th at the "At Home in Summit" organization. They sponsored a discussion about the future of affordable housing in New Jersey. The panel discussed the new legislation that was passed in 2024 regarding affordable housing. The new law is very complicated but will streamline the affordable housing development process and quantify the methodology used to determine each municipality's obligation over the next decade. On February 18th the city of Summit Affordable Housing committee also sponsored a ZOOM call to review their annual status report to discuss how many affordable units were developed in 2024.

NAHRO is having their annual conference on April 27-30, 2025. All commissioners are invited to attend.

Rosalind attended both tenants' meeting in January to introduce herself as the new chair. Some concerns were voiced by some of the tenants. A list of concerns was provided to the Executive Director. Jacqueline will be meeting with the tenants to discuss it in detail.

We will be submitting a grant to the Summit Foundation, a non-profit organization in Summit for some furnishings in the sitting areas at the senior building.

Summit Housing Authority will continue to review the city of Summit's offer to provide funds for capital projects. We will be reviewing the subject matter, the contract the city has offered and the state regulations.

REPORT OF THE EXECUTIVE DIRECTOR:

Jacqueline welcomed Michelle White to the Summit Housing Authority. Her extensive expertise and background have made her a very valuable asset to our team. Michelle has started to settle into her new role, and we are so excited to have her on board. We are confident that with her knowledge and experience we will have continued success in our organization.

Jacqueline will be meeting with the CFO of Summit in the coming weeks to present the engineers' list of capital projects for each site. The goal of this meeting will be to explore the possibility for the city of Summit to provide financial support for the necessary improvements.

The plumber has completed the work in the laundry rooms at Chestnut. This work was needed to keep the elevator room free of water intrusion.

We will review an amendment to the parking lease that was drafted by our attorney with Harquail Brothers (Summit).

Finance/Operations: Commissioner Whipple (Operation/Financial) Our accountant is working on the accruals for 2024. We are in line with what we previously cited would be a positive variance of \$200,000. The expectations are to keep a positive operating budget in 2025. In January we are trending to a positive balance for the month. The Housing Manager Report has six units that are going through the turnover process. One is in turnover and the other five will be leasing soon. Work orders completion are on track. The Summit Housing Affordable subcommittee had a meeting. The city's lawyer presented the 2024 Annual Report which is on the city's website for review. The discussion topics included working on better accounting of numbers on the report, so it is more transparent to the public. This will benefit us as we are looking to work with the city to see what funds would be available for our organization.

Personnel & Policy Committee: (Commissioner Galietti) Jacqueline has completed the personnel reviews for all the employees. The committee completed Jacqueline's review for 2024. Some accomplishments for Jacqueline were the ending year surplus of \$200,000, the completion of twenty-four capital improvement projects, she retained an engineering firm to assess all properties and rounded out her team with the recruitment of a new Assistant Executive

Director/Property Manager. We are well poised for a successful 2025. There will be a closed session after this meeting to discuss the salary increases and bonus payouts.

Residents' Committee: (Commissioner Walker) The tenants' meetings were held this month. The Glenwood/Weaver meeting that is normally held via ZOOM was held in person in the Chestnut Community Room. Unfortunately, only two tenants were present. The intention of the meeting was to discuss the list of repair issues and property concerns that was composed by the tenants. Half of the list was discussed and there were some good questions from the tenants in the audience. The remainder of the list will be reviewed next month. We are hoping to see more attendees.

The senior tenant meeting was very well attended. There were three highlights in this meeting. The first was concerning a garden that has been on the property for many years. A tenant maintains this area. It is attracting some unwanted pests to the area. There was a discussion about changing it from a vegetable garden to a flower garden. Planned activities at Chestnut have been fewer lately. They want to have more activities in the building. The last subject that was discussed concerned the plans for renovating the property.

Buildings & Grounds: (Commissioner Kendellen) A five-year plan was presented to the Board members in November (2024). The Buildings and Grounds Committee has been reviewing that plan. Commissioner Whipple set up a detailed spread sheet that allows us to see the projects by year. These projects have to fit with the HUD plan for capital improvements when we converted to RAD, a twenty-year plan. The proposed projects this year include concrete replacements at all three sites, new PTAC heating/cooling units at Chestnut, roof replacement including gutters and leaders at Glenwood.

The city is planning on removing some trees near the railroad tracks at Chestnut. The office will contact those tenants that will be affected and provide a please to park while the work is being done.

PUBLIC COMMENT:

Rosemary Grace (Chestnut Tenant): Tenant had concerns over the discrepancies in the city of Summit's proposed Affordable Housing report on the City of Summit's website as it related to the Chestnut building. The city explained that it had been an internal error and the report was retracted.

Ann Mc Pherson (Chestnut Tenant): Wanted to let SHA know that their cable (Comcast) bills have been going up and want to know if there is another carrier that can provide this services in the building. Tenant was instructed to contact the SHA office.

Michael Magnifico (Chestnut Tenant): had a question about comments that are being generated by other tenants about him in the building. Tenant was instructed to contact the SHA office.

Andrienne Tortoriello (Chestnut Tenant): Wanted to know when it was reported that there were pests in the vegetable garden. Tenant was instructed to contact the SHA office.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

25-26-2-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of January 23, 2025, through February 26, 2025.

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

25-26-2-2: Resolution Authorizing the Purchase of Electricity Supply Services for Public Use on An Online Auction Website.

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

25-2-2-3: Resolution Approving the Establishment of Salaries for the 2025 Fiscal Year;

Commissioners Galietti 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): Stated that the report that was on the City of Summit website about the Vito Gallo building were things that may have been discussed in the past. Summit Housing Authority approached the city with a resolution of need and support for the rehabilitation of their buildings. Deed restrictions will provide money to improve your current living conditions.

The month of Black history was celebrated in Summit. It was an esteemed honor to do a presentation on Summit's former detective, Gerald "Jerry" W. Holmes, Jamel's uncle. The Summit Community Center is hosting a poetry performance with Rashad Wright tomorrow night. Participants will have the opportunity to write their own poems and share them with the group. Acclaimed tap dancer and choreographer, Maurice Chestnut will be conducting a dance workshop.

The city is bringing in new technology with the installation of a rapid beacon light to help children and other pedestrians cross the street. City Hall will also be upgrading their cameras. It is a broader security posture for the city.

Summit Chief of Police Steven Zagorsky is retiring. The city is conducting interviews for his position. Kathleen Maggiulli was promoted to rank of Sargeant. She became the first female office to attain the rank of supervisor.

There being no further business before the Board, Commissioners Galietti and Walker moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:06pm.

NEXT MEETING DATE

**Wednesday – March 26, 2025, at 5:30pm
12 Chestnut Avenue – Community Room**

Respectfully Submitted,
Jacqueline Gray, Executive Director/Secretary