

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**June 26, 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, Ellis. Commissioners Lee and Whipple via telephone. Commissioner Walker was absent. Also, present were Interim Executive Director, Jacqueline Gray, Housing Manager, Jackie Roundtree, 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 MAY 31, 2024: Commissioners Kendellen and Ellis moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – NONE

REPORT OF THE INTERIM EXECUTIVE DIRECTOR:

Ms. Gray provided an update on the Housing Quality Standards (HQS) Inspections. She visited all 195 units and reported being pleased with the housekeeping conditions and the proactive approach of tenants in reporting maintenance work orders in advance. She emphasized that this attitude is crucial for maintaining the units properly. Feedback from the inspector indicated an improved quality of life and significantly reduced tenant negligence compared to last year, with units reported to be 80% better than the previous year. A notice expressing gratitude was sent to all tenants, encouraging them to continue their efforts.

At Chestnut, the modernization of the small elevator has been finished. Slade Elevator has now started working on the large elevator, with technicians currently focusing on the motor. In approximately two weeks, the large elevator will be operational for transporting bulk items like furniture, though it will not be accessible to tenants until the project concludes. The estimated completion time for the entire project is eight weeks.

New plantings have been completed at Weaver. Last year, a sprinkler system was installed to support the growth and health of these plants. The area now looks beautiful, and we are eagerly anticipating seeing all the new blooms.

In June, Chestnut hosted two successful events. The first, a sold-out bus trip to Bally's Casino in Atlantic City where participants enjoyed the outing. Second, tenants enthusiastically joined in a performance by the Purple Swans, a non-profit organization dedicated to promoting Chinese performing arts and creating positive impacts within communities. The event featured dance, singing, and instrumental performances.

A new events committee has been formed with volunteers from Glenwood and Weaver to organize family events. The first was a "Movie Night" for Father's Day, showing "Daddy Day Care." Children enjoyed snacks while watching the movie at the new Glenwood Community Room. We look forward to working closely with the committee to plan more meaningful family experiences.

**Finance/Operations:** (Commissioners Lee/Whipple) Financials – SHA reported a positive balance of \$40,000 for May. Interest income from banking accounts remains high. Legal expenses increased this month due to delinquent tenant accounts, and these costs will be billed to the tenants. Overall, expenditures are below budget. Extraordinary maintenance expenses are elevated, but some of these costs will be reimbursed by CDBG.

**Personnel & Policy Committee:** (Commissioner Kendellen) The mid-year reviews for all staff will be completed in the next coming weeks. The Maintenance Supervisor participated in a "Leader Skills" training course. Jacqueline continues to be very resourceful in managing the staff and accomplishing all the work that needs to be done. The hiring of additional staffing will be placed on hold until the Executive Director is selected. The entire Board met on 05/30/24 to interview all the candidates for the Executive Director position. The Board fully discussed the candidates after the interviews. They will vote on the candidate to be the Executive Director tonight. A Resolution was submitted to memorialize the Board's selection of the Executive Director. The Personnel Committee has met several times, and they are recommending Jacqueline Gray to be appointed as the Executive Director. Nancy Galietti (co-chair) wanted to thank the Board and candidates for all the hard work, time and energy they displayed during this process.

**Residents' Committee:** (Commissioner Ellis) At the Glenwood/Weaver family tenant meeting, the Summit Fire Department delivered a thorough presentation on smoke and carbon monoxide detectors. Tenants were impressed by the valuable information provided by Deputy Chief Paul Imbimbo. A raffle was held to encourage tenant participation, resulting in a well-attended meeting. Senior activities were previously discussed by Jacqueline.

**Buildings & Grounds:** Commissioner Galietti emphasized the importance of following up with the Summit Board of Education regarding the progress of the work at Weaver.

**PUBLIC COMMENT:** NONE

**OLD BUSINESS:** NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-26-6-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of May 23, 2024, through June 26, 2024.

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

24-26-6-2: Resolution Authorizing the Purchase of Natural Gas Supply Services for Public Use on an Online Auction Website.

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

24-26-6-3: Resolution Appointing the Executive Director of the Summit Housing Authority

Commissioners Kendellen 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): ABSENT FROM MEETING**

There being no further business before the Board, Commissioners Galietti and Ellis moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 7:25pm.

**NEXT MEETING DATE**

**Wednesday – July 24, 2024, at 7:00pm  
Summit City Hall – Janet Whitman Room**

Respectfully Submitted,  
Jacqueline Gray, Executive Director/Secretary