

**MINUTES
SUMMIT HOUSING AUTHORITY
March 27, 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, Eliot, Kendellen, Lee and Walker. Commissioners Ellis and Whipple were 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 FEBRUARY 28, 2024: Commissioners Kendellen and Elliott moved and seconded approval of the minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Galietti) – The Board appreciates everyone's patience as we go through the search for a new Executive Director. Once a new Executive Director is hired, we will focus on our plan for renovation and improvements of the buildings.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR :

CDBG Projects

We have finalized the following CDBG projects for year 49 and are preparing to submit drawdown reports to the County to reclaim reimbursement for expenses incurred. Specifically, we have utilized \$43,000 out of the allocated \$50,000 for SHA.

- Camera installation project at Chestnut
- LVT flooring and window treatments in the Community Room at Chestnut
- Fire suppression cans purchased for the units at Chestnut
- VCT flooring and some furnishings in the Community Room at Glenwood

Asbestos concern at Glenwood

A qualified environmental company has safely encapsulated the few small areas of pipe containing asbestos in Glenwood's community room and hallway. Following the completion of the project, we obtained certification confirming compliance with all federal and state regulations.

Elevators at Chestnut

Slade Elevator has been diligently working to complete the elevator modernization project. Presently, their focus is on finishing the small elevator entirely before moving on to the next one. We anticipate the entire project will be concluded by May.

Heat pumps at Chestnut

We received a 12,000 BTU demo heat pump and it fit perfectly into the wall sleeve of an apartment at Chestnut. Maintenance conducted temperature tests post-installation, confirming sufficient heating but inadequate cooling. To address this, we are considering a 15,000 BTU model. The specifications of the alternative model have been forwarded to our HVAC company for evaluation regarding its compatibility with the wall sleeve. If it proves to be a suitable replacement, we will proceed to order all required heat pumps.

Artificial Turf Project at Summit High School

SHA, - (Bill Connelly, Roz Kendellen and Jacqueline Gray) attended a courtesy review of Summit High School's plans for the artificial turf project at Monday night's planning Board meeting. The proposed turf field:

- Will be adjacent to our site at Weaver Street separated by a 12-foot standard modular block retaining wall including a 10-foot chain link fence inside the wall
- Does not have any proposed lighting
- No proposed parking
- No proposed loudspeaker
- Will require numerous trees to be removed between our side and theirs

The Housing Authority is in support of this project but just has a few main concerns:

1. To ensure that water does not flow onto the property.
 - According to the engineer, storm water management is beneath the field and will catch all of the water.
2. What will the retainer wall look like? Will it be unsightly?
 - The BOE has agreed to let us, at least, view what the retaining wall will look like prior to construction.
3. A landscaping plan to soften the hardscape.
 - Mr. Jess from the Board of Ed has agreed to work with us regarding landscaping on our side and theirs.

Bill Connelly will be drafting a letter to the BOE expressing our concerns and agreed upon solutions.

Finance/Operations: (Commissioner Lee) Financials – Nothing unusual to report after reviewing the financial reports with the committee. There were typical shifts of funds from the operating to investment accounts. Operations - There are four (4) vacancies. Three are being leased and one (1) is a turnover. Rent collections for February reached 103%. Recertifications were at 100%. Some work orders were not completed by month end due to the timing of the work orders.

Personnel & Policy Committee: (Commissioner Kendellen) Jacqueline Gray shared at the Committee meeting that staff meetings are being held every three weeks. Some staff members are being trained on HOTMA (The Housing Opportunity Through Modernization Act of 2016) This act will streamline the way for staff to verify income, provide asset limits and cover the frequency of income reviews. A job description has been prepared for the part-time Housing Assistant. Four applicants were interviewed for the Executive Director position. Three of the applicants are scheduled to return for a second interview in the coming weeks.

Residents' Committee: (Commissioner Walker) The Glenwood/Weaver tenant meeting was well attended but quiet. At the meeting Commissioner Walker stated that tenants are concerned about the progression of the renovation project. Housing Manager Jackie Roundtree gave a robust presentation on how useful vinegar is for cleaning. The Chestnut meeting was also well attended. Housekeeping guidelines were shared with the tenants. Preventive maintenance on the part of the tenants helps the property from re-infestation. Tenants were sharing their personal views with each other at the meeting. Communication lines with the tenants are working.

Buildings & Grounds: (Chairperson Eliot) The Fire Department gave SHA a satisfactory rating. A compatible heat pump was found so we can upgrade the heating and cooling system at Chestnut. Commissioners Eliot and Kendellen met with Council Liaison, Jamel Boyer, to

partner with the City of Summit and the community of Summit to see ways they can assist the Summit Housing Authority with some our immediate needs.

PUBLIC COMMENT:

Rosemary Grace (Chestnut Tenant) Ms. Grace was pleased to hear about the new heat pumps. She stated that the old units are noisy and questioned the decibel level of the new units. Jacqueline Gray will look into this inquiry and report her findings.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-27-3-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of February 29, 2024, through March 27, 2024.

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

24-27-3-2: Resolution Ratifying Emergency Work and Payment to Pascale Plumbing & Heating to Repair Two Active Leaks at 12 Chestnut Avenue in the Total Amount of \$2,905.00.

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

Council Liaison: (Jamel Boyer): Lisa Allen reported that the upcoming completion of the Summit Fire House is set for early July. This is a state-of-the-art facility that is committed to ensuring that the firefighters stay healthy and safe. The city is conducting a benchmark survey in April with the community. The Summit Community Center is hosting their Open House on April 7th from 4:00pm-6:00pm. On April 9th from 6:00pm-9:00pm they are holding a Public Safety Program. The police department, fire department and EMS will be in attendance. They will discuss the Drone Program and the Safety Program. This program will have the police come to your home and identify where there are safety concerns. Maple Street will not be closed this year due to safety issues.

NEXT MEETING DATE

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

Respectfully Submitted,
Jacqueline Gray, Interim Executive Director/Secretary