

MINUTES
SUMMIT HOUSING AUTHORITY
May 22, 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, Lee and Walker (via telephone). Commissioner Whipple was absent. 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 APRIL 24, 2024: Commissioners Kendellen 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:

Slade Elevator expects the small elevator to undergo inspection around the end of this month. After the inspection is complete, it will be returned to service. Consequently, work on the second elevator is scheduled to begin in early June. Tenants will receive advance notice about this upcoming work. Additionally, three essential upgrades are required for this project to ensure the smooth operation of the new elevator systems. These upgrades consist of:

- Electrical improvements to enhance the efficiency of the new elevators
- Enhancements to the fire alarm system
- Installation of an HVAC cooling system in the elevator room

An incident involving elevated carbon monoxide levels was reported in Building 3A at Glenwood. It began when a tenant on the third floor contacted the fire department due to her detector beeping. The fire department responded promptly and discovered moderate carbon monoxide levels in all three units of Building 3. While evacuation was deemed unnecessary, the elevated levels were present. About a week before this incident, the tenant on the first floor had reported detector beeping to the office. Rashan initially resolved the issue by replacing the

battery. However, the detector resumed beeping the following day, and instead of contacting the fire department, the batteries were removed by someone in the unit. EMS evaluated the tenant on the first floor at the scene for precautionary measures. The boiler on the third floor was identified as the source of the problem. The boiler system was promptly shut down and the necessary repairs were made within 24 hours. In response to the incident, Jackie R., reached out to the family residing on the first floor to discuss the incident and the inadvertent risk posed to themselves and other tenants. She also addressed this matter during the family tenant meeting. Furthermore, a request was made to the fire department to arrange a presentation on detector and fire safety for all family tenants. Additionally, our plumber was asked to provide a quote for proactive inspection and cleaning of the other boilers on site.

The annual Housing Quality Standards (HQS) inspections for all units were initially planned for the second week of May. However, they had to be rescheduled due to improper notification. This time, all tenants have been properly informed, and the new inspection dates are May 29th for Chestnut and May 30th for Glenwood and Weaver. Additionally, the annual inspections at 31 Russell Place were successfully conducted this month, revealing that the units are in excellent condition with only a few minor work orders required.

A letter has been composed and sent via email to Mr. Jess of the BOE, requesting a meeting to explore opportunities for improving the landscaping on our Weaver property. Invitations have been extended to both Mr. Jess and the City Forester to visit our property and assess the project from our standpoint. The buildings and grounds committee will receive an update once the meeting date is confirmed.

Mava Landscaping has developed a landscaping plan for Weaver that includes many of the desired plants, at a cost significantly lower than the initial estimate. The plantings should take place within the next week or so and with the new sprinkler system should last beautifully throughout the summer months.

Finance/Operations: (Commissioner Lee) Financials – Certain expenses are exceeding typical levels. We expect reimbursement for some of these costs from CDBG. Interest income from our bank accounts has increased. Rent collection for the month is at 106%. Most accounts in arrears have opted to enter into legal repayment agreements. Operations – The Housing Manager Report is good overall. There are some concerns regarding the turnover and rental of vacant apartments. Recertifications were completed at 100%. Maintenance work orders were all completed promptly.

Personnel & Policy Committee: (Commissioner Kendellen) SHA will begin their summer hours this week. There will be a closed session meeting planned for tonight, immediately following this meeting.

Residents' Committee: (Commissioner Ellis) At the Glenwood/Weaver Family tenant meeting Patty Facchinei, Executive Assistant at the Summit YMCA, presented some of the programs offered. The tenants were pleased to hear about these resources. GRACE has been coming regularly to the family sites with food, paper products and services. Jackie R. has been

coordinating activities for the Glenwood and Weaver sites, engaging tenants in both the planning and execution of these events.

PUBLIC COMMENT:

Peter Kane (Public): Mr. Kane inquired about updates regarding the Executive Director's position. Chairperson Galietti responded that there is no new information to report at this time.

Arthur Stewart (Weaver Tenant): Mr. Stewart expressed concern about the legal charges added to his account. Jacqueline Gray requested that he schedule an appointment to discuss this matter at the office.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-22-5-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of April 25, 2024, through May 22, 2024.

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

24-22-5-2: Resolution Adopting a Revised Utility Allowance Schedule Effective July 1, 2024.

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):

The Mayor of Summit has confirmed her appointments for the Homeless Task Force. Details of the appointed individuals are available on the City's website.

On Monday, May 27th, council members will participate alongside City members in the Memorial Day Parade, scheduled to begin at 10:00 AM. Following the parade, the Mayor will deliver a speech.

On June 16, 2024, Summit will host a car show beginning at 11:00 AM.

Loading zones will be established in downtown Summit.

A public hearing for the Overlay Zone will take place on June 11, 2024, at 7:30 PM at City Hall.

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 7:45pm.

NEXT MEETING DATE

**Wednesday – June 26, 2024, at 7:00pm
Summit City Hall – Janet Whitman Room**

Respectfully Submitted,
Jacqueline Gray, Interim Executive Director/Secretary