

MINUTES
SUMMIT HOUSING AUTHORITY
July 24, 2024 – 7PM

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Commissioner Kendellen called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Kane, Kendellen, Lee, Walker and Whipple. Commissioners Ellis and Galietti were absent. Also, present were Jacqueline Gray, Executive Director, 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 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 JUNE 26, 2024: Commissioners Whipple and Walker moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Co-Chairperson Kendellen)

Welcomed the new Commissioner, Peter Kane, who previously served in this role in 2003, 2017, and 2021. With his background in finance, Mr. Kane is expected to be a valuable addition to the Board.

Announced that Jacqueline's documentation had been submitted to the Department of Community Affairs (DCA) for the certification of her qualifications for the position of Executive Director. A letter of approval was received from the DCA, and a copy of the letter was shared at the meeting.

On October 23, 2024, the Board plans to schedule a retreat earlier in the day, prior to the Board Meeting. The retreat will focus on developing a strategic plan for SHA. Our accountant will be available to discuss a five-to-ten-year financial plan for the organization's future. Jacqueline is also working to hire a qualified architect and engineering firm to assess the condition of our properties. Additionally, she is considering contracting an attorney with expertise in Affordable Housing and finance to explore the RAD II project or other financing options for the modernization of our buildings.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR:

Jacqueline congratulated Peter Kane on his appointment to the Board and extended a warm welcome. She expressed her anticipation of working with him and the other commissioners.

The elevator company has been diligently working on the large elevator car component of the modernization project, which is progressing smoothly. However, a recent requirement has emerged for an additional phone line dedicated to this elevator. Despite this, the project is still expected to be completed by September.

The heat pumps have been received, and our maintenance team has confirmed that every unit in the senior building now has a functioning heat pump. We have also stocked a few extra units to account for extended order times. Additionally, the filters for the heat pumps have arrived, and maintenance has replaced any filters that were over a year old.

The Request for Proposals (RFP) for architectural services was advertised, and seven proposals were received by the deadline. Although the initial plan was to select and recommend a company for a contract at tonight's meeting, additional time is needed to thoroughly evaluate the proposals and check references. This will ensure we choose the company that will provide the best service to the Housing Authority.

We have distributed tenant satisfaction surveys to all tenants to collect feedback aimed at enhancing our support and meeting their needs more effectively. As of now, we have received around 40 responses, with most indicating they are either 'very satisfied' or 'satisfied' with our services. A concern regarding the confidentiality of the survey results was raised. A notice addressing this issue was sent to the tenants to reassure them.

A resource fair for our tenants is scheduled for tomorrow night at 5:30 PM at Weaver Street. Organizations participating in the event include Proceed, Inc., Habitat for Humanity, The Y, PNC Bank, and the Summit Police Department. Attendees will also have the opportunity to enter a raffle with three chances to win a prize.

The senior BBQ at Chestnut is scheduled for Wednesday, August 7th at 12:30 PM. The event will feature a luau theme and is anticipated to be a fun experience for all attendees.

Finance/Operations: (Commissioner Whipple) Financials

The treasurer's report was reviewed, and no areas of concern were noted. The Budget to Actual report shows strong revenue, with rental collections at 100% year-to-date. Expenditures for equipment replacement are currently higher than usual, but we will receive reimbursement from CDBG for some of these expenses.

(Commissioner Whipple) Operations

We currently have several vacancies, with some scheduled to be leased by August 1st. After two months, we will lose the vacancy payments from our contract administrator. Three of our vacant apartments have surpassed the allowable vacancy period, which directly impacts rental collections. The timeline for filling these vacancies is influenced by the time required to refurbish the apartments, depending on their condition when vacated, and the process of qualifying prospective tenants. Additionally, the number of completed work orders is lower than usual, as the Maintenance team has prioritized apartment turnover work.

Personnel & Policy Committee: (Commissioner Kendellen)

Jacqueline will be conducting the employee mid-year evaluations and has distributed an Employee Self-Assessment form to all employees for completion. The Personnel Committee will also conduct a mid-year evaluation for Jacqueline. She is developing a "to-do" list for the next three months to ensure operations run smoothly and within budget. Jacqueline is focused on building her team and will create a job description for a Housing Property Manager position. She will also communicate with stakeholders, tenants, board members, Summit City Council, the mayor and other city officials.

Residents' Committee: (Commissioner Walker)

It was recommended that tenants be updated on the plans for the modernization of the buildings. During the tenant meeting for Glenwood and Weaver, many tenants did not join until 7:00 p.m., despite the meeting being scheduled for 6:00 p.m. Jacqueline noted that notifications, including the meeting time, link, and password, were sent to all tenants via email.

Buildings & Grounds: (Commissioner Kendellen)

The plantings at Weaver look great with the new irrigation system now in place.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: Based on Jacqueline's recommendation, Commissioner Lee proposed that SHA receive a management fee for the maintenance work and administrative support provided to our Affordable Housing property at 31 Russell Place.

CORRESPONDENCE: NONE

RESOLUTIONS:

24-24-7-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of June 27, 2024, through July 24, 2024.

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

24-24-7-2: Resolution Authorizing the Award of a Contract to the Law Offices of Decotiis, Fitzpatrick, Cole & Giblin, LLP of Paramus, NJ to Provide Labor Counsel Services for the One Year Period of August 1, 2024 through July 31, 2024.

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

Council Liaison: (Jamel Boyer):

The City of Summit has updated its parking regulations to permit cars to back into parking spaces, provided that vehicles display license plates on both the front and rear.

Crime statistics indicate a decline in Summit, with reductions in both burglaries and car thefts.

The Summit Police Department has welcomed two new officers, Robert Pons and Yeriel Castillo, who are making a positive impact on the team.

Mr. Boyer expressed his satisfaction with Jacqueline's appointment as the Executive Director of Summit Housing Authority and commended her professionalism. He also extended his congratulations to Peter Kane on his appointment as a commissioner to the SHA Board, which was approved by the Summit City Council.

Summit has received a \$600,000 Opioid grant. A committee, formed in collaboration with our Homeless Task Force, will be established to determine how to allocate the funds. The goal is to find effective solutions to improve the quality of life for those affected.

Mr. Boyer stated that the city of Summit is planning on building affordable housing units and will also need to assist the Housing Authority in getting the properties fully renovated. He will be advocating for this and is excited about the future of the Summit Housing Authority.

There being no further business before the Board, Commissioners Whipple and Walker moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 8:05pm.

NEXT MEETING DATE

**Wednesday – September 25, 2024, at 7:00pm
Community Room – 2 Weaver Street**

Respectfully Submitted,
Jacqueline Gray, Executive Director/Secretary