

**MINUTES**  
**SUMMIT HOUSING AUTHORITY**  
**September 25, 2024 – 7PM**

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Commissioner Galietti called the meeting to order at 7:00pm. The following Commissioners were present: Commissioners Galietti, Ellis, Kane, Kendellen, Lee, Walker and Whipple. 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 JULY 24, 2024: Commissioners Whipple and Ellis moved and seconded approval of the Minutes. The Minutes were approved.

THE MINUTES OF THE SPECIAL MEETING – SEPTEMBER 9, 2024: Commissioners Ellis and Walker moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Nancy Galietti) Reminded everyone that there are two Board Meetings remaining in 2024: one in October and the other in December. The December meeting will be the Annual Reorganization Meeting. Additionally, the anticipated Board Retreat for the Commissioners is set for November 20, 2024.

**Fiscal Audit 2023 Presentation - Rich Larsen (Novogradac & Company LLP)**

Independent's Auditor Report – The Authority was given an “unmodified opinion”. This is the highest assurance that is given by auditors. There are no modifications that need to be made.

Audit in Accordance with Government Auditing Standards – No deficiencies were identified or any material weaknesses that need to be reported to the board.

Compliance with Laws, Regulations, Contracts and Grant Agreements – No instances of non-compliance were found that need to be reported.

## **2025 Budget Introduction Presentation – William Katchen CPA LLC**

Mr. Katchen introduced the FY 2025 Operating Budget and addressed questions from Board members.

### **REPORT OF THE EXECUTIVE DIRECTOR:**

The elevator modernization project at Chestnut has been successfully completed. Although it took a bit longer than anticipated, the elevator consultant has confirmed that Slade Elevator met all specifications. Both elevators are now operating safely and efficiently.

As part of team development, the Assistant Director/Property Manager position has been advertised, and 24 resumes have been received. Over the next few weeks, interviews will be conducted with 8 of the most qualified applicants. The top candidates will be invited back for a second interview with the personnel committee, aiming to make a hiring decision by mid-October.

Additionally, a specialized labor attorney has been selected to assist with various personnel matters. An architect and engineering firm have also been chosen to assess immediate critical repairs, as well as short- and long-term rehabilitation requirements for the Authority. Furthermore, the RFP to solicit proposals for an affordable housing consultant has been advertised.

The priorities for the next 90 days include working with the architect and engineering firm to identify the Authority's physical needs, as well as purchasing one maintenance vehicle.

**Finance/Operations:** Commissioner Whipple (Financials) SHA reported positive revenue. Expenses are on track, with the exception of some timing issues related to certain charges. We anticipate a positive year-end result. Commissioner Lee (Operations) Turnovers are currently being leased. Recertification numbers are lower due to tenant paperwork not being submitted to Housing in a timely manner. Some delays have been caused by extenuating circumstances, such as tenant hospitalizations. Urgent and emergency work orders are being completed, while routine work orders are being managed by the Housing Manager to maintain the turnover schedule.

### **Personnel & Policy Committee:** (Commissioner Kendellen)

An evaluation of Jacqueline Gray was conducted during her tenure as Interim Executive Director from February 2024 to July 2024. The review was positive, and the Board expressed satisfaction with her achievements and progress. Jacqueline will be meeting with her staff to conduct mid-year evaluation reviews. Additionally, it is recommended that our engineer, accountant, and attorney be present at the upcoming Board Retreat to assist with planning for our 3–5-year goals for the Housing Authority.

### **Residents' Committee:** (Commissioner Walker)

At the senior tenant meeting, there were three main topics of discussion which included frustrations with garbage pickup, anticipated snow removal for the upcoming winter season and the absence of the social worker, who is currently on leave. The office is actively addressing these challenges. (Commissioner Ellis) The family tenant meeting was well attended. There was

a guest speaker, Sarah Roberts from Proceed, Inc. She went over the programs offered by her organization including utility assistance for qualifying tenants.

**Buildings & Grounds:** (Commissioner Kendellen)

The Board will discuss plans for SHA at the Board Retreat in November. All apartment doors at Glenwood and Weaver have been painted. Additionally, lead inspections have been completed at Glenwood, and we are currently awaiting the results.

PUBLIC COMMENT: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

24-25-9-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of August 28, 2024, through September 25, 2024.

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

24-25-9-2: Resolution Certifying Review of the IPA Financial & Compliance Audit for the Fiscal Year Ending 12/31/23.

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

24-25-9-3: Resolution Approving the Annual Budget for Fiscal Year – January 1, 2025 through December 31, 2025 (DCA)

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

24-25-9-4: Resolution Approving the Annual Budget for Fiscal Year – January 1, 2025 through December 31, 2025 (HUD)

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

**Council Liaison: (Jamel Boyer):** NOT PRESENT

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 8:27pm.

**NEXT MEETING DATE**

**Wednesday – October 23, 2024, at 7:00pm  
Janet Whitman Room – Summit City Hall**

Respectfully Submitted,  
Jacqueline Gray, Executive Director/Secretary