

MINUTES
SUMMIT HOUSING AUTHORITY
January 22, 2025 – 5:30PM

NEW JERSEY OPEN PUBLIC MEETINGS ACT NOTICE

Commissioner Kendellen called the meeting to order at 5:30pm. The following Commissioners were present: Commissioners Galietti, Fortune, 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 26, 2024, 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 DECEMBER 18, 2024: Commissioners Galietti and Whipple moved and seconded approval of the Minutes. The Minutes were approved.

REPORT OF THE CHAIRPERSON: (Chairperson Kendellen) Administered the Oath of Office to the new Board member, Wanda Fortune. Roz expressed her honor at being elected as the new Chair and thanked the SHA staff for their excellent work in 2024. She recognized Executive Director, Jacqueline Gray, for her leadership skills and acknowledged the Board members for their service, including the newest members, Peter Kane and Wanda Fortune. Roz also recognized Jamel Boyer, the City of Summit liaison, and expressed happiness that he will be returning for a second year.

Roz provided an overview of the Summit Housing Authority's accomplishments in 2024. At Chestnut, capital projects included elevator modernization, new flooring in the Community Room and some heat pump replacements. At the family sites, Jacqueline developed a tenant committee to assist in planning events for residents. Additionally, the front apartment doors at Glenwood and Weaver were repainted.

Roz and Rick Whipple had a cordial meeting with the City of Summit's Administrative Agent and some council members to discuss the list of SHA projects eligible for funding through the City's Affordable Housing Trust.

Roz sent a letter to all SHA tenants to introduce herself and outline some goals, as well as recent changes within the Board of Commissioners. She also provided a detailed explanation for the decision not to move forward with the RAD II redevelopment project.

REPORT OF THE EXECUTIVE DIRECTOR:

Jacqueline is working on scheduling a meeting with the engineer to review the proposed capital improvements for 2025 and to prepare a list for presentation to the City of Summit for potential funding through the Affordable Housing Trust Fund.

Year-end staff evaluations have been completed, and bonus recommendations will be presented to the Board based on performance. The staff has reviewed their goals for 2025. A candidate for the Assistant Director/Property Manager position has been identified, and an employment offer will be extended. Jacqueline believes the candidate will be a great fit for the role.

Repairs in the elevator and laundry rooms will take place from 01/29/25 to 02/04/25. Laundry rooms on floors 2-5 will be closed, while the 1st floor laundry room remains open. On 01/29/25, Elevator #1 will be shut down for the drilling portion of the project, but Elevator #2 will remain operational. All Chestnut tenants have been notified of the repairs and emergency personnel will be informed of the Elevator #1 shutdown in advance.

The fire department conducted an inspection at 12 Chestnut on January 7, 2025. Since no Housing Authority personnel were present, an additional walkthrough has been scheduled for further explanation of the findings.

Finance/Operations: Commissioner Whipple (Operation/Financial) We are notably over on our revenue due to the transfer repayment of capital budget items. Expenses are higher on replacement of equipment and extraordinary maintenance. Numbers will change after some write-offs are processed and some additional bills are paid. Recertifications and work orders were completed.

Personnel & Policy Committee: (Commissioner Galietti) Jacqueline has completed the employees' reviews. In February, we will meet to discuss the salary increases and bonuses. All candidates for the Assistant Director/Property Manager position have been interviewed.

Residents' Committee: (Commissioner Walker) Andrew was unable to attend the Glenwood/Weaver tenant meeting, but the Chestnut tenant meeting was well attended. Several tenants raised concerns about inadequate heating in both apartments and common areas. Some heating units have already been replaced, with additional units being replaced incrementally. When a heating unit is broken, tenants are provided with space heaters, though they feel these do not provide sufficient heat. New units have been ordered, but availability and budget constraints are causing delays. SHA will continue replacing units as they arrive. Regarding common areas, Andrew noted that the community room was very cold during the tenant meeting. Maintenance was contacted, and the room is now comfortable. Tenants are also misusing the laundry areas, which is causing issues for the building. Tenants are encouraged to report any pest activity to the office as soon as it is noticed. (Commissioner Fortune) The tenants are in the process of compiling a list of items they would like to have addressed.

Buildings & Grounds: (Commissioner Kendellen) We have received the list of proposed capital items from LAN Associates, as well as the list of concerns from the tenants. Commissioner Whipple has created a spreadsheet to help streamline the process.

PUBLIC COMMENT:

Lacretia Jones (Glenwood Tenant): Requested that the Summit Housing Authority reconsider the time of the Board meetings, expressing that the current time is too early for tenants who are at work to attend.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

RESOLUTIONS:

25-22-1-1: Resolution Requesting the Approval of the Payment of Invoices for the Period of December 19, 2024, through January 22, 2025.

Commissioners Walker 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):

Jamel shared details about the meeting the City had with Commissioners Kendellen and Whipple. He expressed his willingness to assist the Summit Housing Authority in any way possible and emphasized the need for collaboration to ensure the best outcomes for the tenants.

Crime in the city of Summit is reporting lower. There are two new council members, Michelle Kalmanson (Ward 1) and Claire Toth (Ward 2).

The City of Summit's homeless task force has been highly successful and Jamel believes it should serve as a model for the State of NJ. The task force has successfully found housing for two individuals who had been homeless in Summit for several years. He noted that the homeless

population in Summit was sixty, two years ago and it is now down to fifteen, with ongoing efforts to secure housing for them.

There are several job openings within the City of Summit. Jamel encouraged us to promote these opportunities and requested that they be posted for our tenants.

The Lawton C. Johnson Middle School in Summit is hosting a “Protect to Know” Program on 01/27/25 at 7:00pm. Special agents from Homeland Security will give a presentation on child pornography and internet predators. The session will teach parents how to report incidents discreetly and provide insight into the realities of social media.

There being no further business before the Board, Commissioners Galietti and Walker moved and seconded adjournment. The motion passed by unanimous voice vote and the meeting was adjourned at 6:20pm.

NEXT MEETING DATE

**Wednesday – February 26, 2025, at 5:30pm
12 Chestnut Avenue – Community Room**

Respectfully Submitted,
Jacqueline Gray, Executive Director/Secretary