

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
October 17, 2016

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, October 17, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:31 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk.

Minutes of the September 19, 2016 regular monthly meeting were reviewed. Two changes were necessary, reflecting a change of the date of the resident breakfast and the inclusion of the estimated cost to replace the water heater. Cmsr. Leonardo made a motion to approve the minutes as amended; seconded by Cmsr. Fiedorczyk. Motion approved.

Bills for the period 9/6/16-9/30/16 were reviewed: There is a total of \$52,407.48 for normal operating prepaid. Motion made by Cmsr. Rochelle; seconded by Cmsr. Leonardo to approve payment of bills. Motion approved.

Communications:

Treasurer’s Report: Account balances as of 9/30/16: general ledger balance \$52,989.91; tenant security/escrow \$56,361.10; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$39,069. Motion made by Cmsr. Rochelle; seconded by Cmsr. Fiedorczyk to accept the Treasurer’s report. Motion approved.

Secretary’s Report/ Old Business:

RESIDENTS: Residents are holding a ham and potato dinner on Tuesday, October 25th at noon. Walgreens will be on site on Friday, November 4th for flu shots.

BUILDING/GROUNDS: Since the last meeting, the carpets have been cleaned and the new water heater has been installed. Rather than waiting until October 15th to turn the heat on, the heat was turned on as needed. While a majority of tenants have reported having too much heat, others have reported having no heat. Work to our system will be ongoing, as it was throughout the summer. One of two boilers was down due to electronic issues, but has been repaired today. Censors and temperatures have been reset, so there should be a noticeable difference this evening. The compactor cylinder needs to be removed and replaced. This work is scheduled to start Wednesday. The compactor will be shut down during the repairs. Tenants or their caregivers will be able to dispose of their trash in dumpsters located on the side of the building during office hours. After hours, the lids will be closed. The Town has been contacted again about the sink hole near the entryway. No further work has been done on the water main. There has been some mischief on the premises. A flower pot was taken, while the flower and dirt were left behind. The front door was switched to the off position, preventing it from opening automatically. The solar light tops have been repeatedly removed and displaced on the lawn. Proposals for snow removal have been obtained.

ADMINISTRATION: Our PHAS score has been elevated as a result of an increased score on the financial component. We are currently considered a Standard Performer with a score of 89. 90 and above are High Performers. Proposals for snow removal have been received and are ready for an award of contract.

FINANCE: Our audit has been received and reviewed by the Board. A copy of the synopsis will be published in the NJ Herald once the board certifies, through resolution, that it has reviewed it.

PERSONNEL: Janet has returned to work and will be on site 1 day a week or every other week for a few hours and will work remotely otherwise.

COMMISSIONER ITEMS: Cmsr. Nannery has partnered with Weiss on our behalf to hold a pizza party fundraiser. A choice of pizza toppings will be given. Residents will also have a choice of diet or regular soda or iced tea and water, a side salad and dessert. Dessert will be provided by Executive Director, Kim Iozzi.

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.” Cmsr. Leonardo mentioned that the Kids for Kindness group would be coming to visit our residents. Janet Dodd, President of the Resident Association, suggested having the pizza party in December since there are so many activities taking place before that. The party will be December 6, 2016.

New Business: The Annual Audit has been completed. The board must certify that it has taken the time to review it. There are no findings. The Board was asked to sign the local authorities group affidavit form to acknowledge that they are, in fact, appointed members of the Housing Authority Town of Newton and that they certify that they have reviewed the report including the notes to financial statements, supplemental information, findings, comments and recommendations. The Board is asked to adopt Resolution (2016-) that acknowledges the same. Motion made by Cmsr. Fiedorczyk, seconded by Cmsr. Rochelle. Motion approved.

The Newton Housing Authority has received its Public Housing Assessment System (PHAS) score for fiscal year 2015. Out of a possible 40, the agency scored a 37 on the physical condition of the building, which is very good. Out of a possible 25 for its overall management, it scored 25. Out of a possible 10 for the capital fund management, it scored a 10. The financial score was 17 out of a possible 25, as a result of our cash reserves. This score has been elevated from a previous score of 7 as a result of some management decisions on the release of reserves from the project fund.

The Housing Authority has prepared its annual and capital fund budget for 2017. It is anticipated that there will be total revenues of \$681,585 and a total deficit of \$677,476. The entire resolution has been included in the Board packets. A roll call vote was taken. Cmsr. Nannery, yes; Cmsr. Fiedorczyk, yes; Cmsr. Leonardo, yes; Cmsr. Rochelle, yes. Motion approved.

Requests for proposals for snow removal have been obtained. There were only two. Gerber Landscaping maintained the same price as last year. \$130 per occurrence of snow plowing, \$130 for salt/calcium per occurrence, \$100 snow loader relocation of snow, \$100 sidewalk snow removal and \$25 per bag of potassium/calcium chloride for sidewalks. Pierson landscaping came in at the same for snow plowing and salt application per occurrence, but was \$500 for snow loading per occurrence and \$250 for sidewalk snow removal per occurrence. A motion to award the contract to Gerber Landscaping, 1011 Old Foundry Road, Newton, NJ 07860 for \$130 each plow/pass and \$130 each application of sand and salt mix, and \$100 for snow loader service for relocation of snow and removal of snow from the sidewalks at a rate of \$100 and/or \$25 per bag of potassium calcium chloride. Motion was made by Cmsr. Leonardo, seconded by Cmsr. Fiedorczyk. Motion approved.

At the last meeting, a resident made the board aware of the fact that people remain in the lobby when first responders are called to an apartment. She explained how horrible it is for the person being taken to the hospital to have spectators as they leave and asked if the board could consider taking a formal action to stop this behavior. The board has, in the past, prohibited residents from loitering in the lobby, but not by resolution. The Board decided to table the matter at this meeting in order to allow more discussion to determine the best approach to the situation.

Many of you have already noticed that Cmsr. Izquierdo is not present tonight. He has resigned from the Board as of September 19th. While serving on the Board from March 2012, he served as chairman and also worked on the personnel committee. He will be missed. Cmsr. Leonardo corrected the date and said it was actually 2008. A letter acknowledging his service will be sent from the office.

In light of Xavier's resignation and vacant governor's appointment position, the need to advertise for members has become apparent. With the town of Newton's support, the housing Authority will advertise for volunteers that either live or work in Newton that have professional expertise that lend itself to the mission of the public housing authority. Interested candidates will be asked to submit their information to the Town's volunteer website application and interviews will be conducted accordingly before appointments are made. A preference for a volunteer with legal, financing, or affordable housing development will be made. Members are required to complete five courses within 18 months in order to keep their appointment.

Adjournment: There being no further business, Motion was made by Cmsr. Rochelle; seconded by Cmsr. Leonardo. Motion approved, meeting adjourned at 6:02pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board