

**MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ  
November 13, 2017**

“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 29, 2016.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, November 13, 2017 in the Community Room at Liberty Towers. The meeting was called to order by Secretary Iozzi at 5:31pm and roll call was taken. Chairman Nannery (excused), Commissioner Capinjola, Cmsr. Leonardo, Cmsr. Fiedorczyk, Cmsr. Jack Durkin and Cmsr. Vhranos.

**Minutes** of the October 16, 2017 regular monthly meeting were reviewed. A motion made by Cmsr. Leonardo to approve the minutes was made; seconded by Cmsr. Capinjola. Cmsrs Durkin and Fiedorczyk were not in attendance and will have to refrain from voting. It was determined that it would be best to wait for next month.

**Bills** for the period 10/11/17-11/1/17; \$30,045.89 for normal operating. Motion made by Cmsr. Fiedorczyk; seconded by Cmsr. Vhranos to approve payment of bills. Motion approved.

**Communications:**

**Treasurer's Report:** Account balances as of 10/31/17: general ledger balance \$9,939.41; tenant security/escrow \$53,209.40; and \$64,020.58 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$47,586.67 Motion made by Cmsr. Capinjola; seconded by Cmsr. Vhranos to accept the Treasurer's report. Motion approved.

**Secretary's Report/ Old Business:**

**RESIDENTS:** Residents held their annual election. Joan Casterlin has been nominated as President; Irene Tucillo as Vice-President, Gail Sykes as Secretary and Barbara Darrohn as treasurer. The association will have their annual holiday celebration at the Hampton Diner this year. A resident orientation will be held on Tuesday, December 5<sup>th</sup> at 10am. Light refreshments will be served. All are welcome to attend to review the terms of the lease and guidelines to living at the Towers.

**BUILDING/GROUNDS:** We have received quotes to install timers on each of the trash doors to avoid the motors from burning out. So far, the cost will exceed \$2,000 for all of the doors. If there is a power outage, they will also need to be reset and will require additional service charges. The continued cost of repairs to the compactor, staff time to unclog frequent jams, the cost to move the dumpsters in and out, and tenant abuse has led us to consider closing the trash rooms entirely. We would abandon the compactor, sell the customized dumpsters and instead, lease a much larger unit that would reduce the number of pick-ups, eliminate the odor of trash from inside the building and provide tenant access to the dumpsters 24 hours a day. Once all quotes are obtained, a comparison will be completed to help finalize the decision.

At our August meeting, the Board discussed the need to set policy that requires all tenants and their caregivers to wear shoes in the common areas to prevent injury. It is essential that we develop a policy for this purpose and approve it by resolution at tonight's meeting. The boilers have been serviced and repaired and are fully operational. Quotes have been obtained for additional access cards to enhance accessibility for contractors and reduce the need for someone to be on-site to meet contractors. Additionally, the restrooms on the 1<sup>st</sup> floor will also be equipped with electronic access for tenants and contractors.

In order to save money on the cost of turnover, we attempted to use different vendors. Unfortunately, it did not work in our favor. Other options are being explored now.

**ADMINISTRATION:** Rent re-certifications will begin shortly, as well as annual inspections. Quotes for inspection services are being obtained and will be ready for review and approval at next month's meeting. The

NJDCA Division of Local Government Services has informed us that it has not yet approved the 2017 budget because of the GASB 45 OPEB liability and GASB 68 Pension liability on our balance sheet. The only way to be able to demonstrate that the Authority can afford the debt, as shown, would be another source of income that is unlikely. As a result of not approving the 2017 budget, they have not approved our 2018 budget to date for the same reason. Mayor Levante rescheduled his visit with our Board until next meeting.

**PERSONNEL:** Immediate changes to personnel will be discussed in closed session this evening.

**COMMISSIONER ITEMS:** The annual reorganization of the Board of Commissioners will take place in December. Nominations for each position should be made at this evening's meeting for a vote at next month's reorganization. The position of Vice-Chair/Treasurer is currently vacant. We have received confirmation that the Town was able to nominate a candidate on behalf of the Governor's appointment since the position has remained vacant for so long. The appointment is expected to be made in the next few months.

**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. Barbara Darrohn reported that the craft club would be meeting for decorations and refreshments.

**NEW BUSINESS:** The Board discussed the fact that tenants receive donations of food from various sources and learned that some tenants discard the items that they can't use or don't like, instead of giving them to someone else. Cmsr. Leonardo suggested having a table marked "Free Food" in the community room so that people don't clog the trash chutes. Everyone agreed that it was a good idea. Nominations for chairperson and vice chairperson were made. Cmsr. Fiedorczyk was nominated to serve as chair. Cmsr. Durkin was nominated to serve as vice-chair.

**CLOSED SESSION:** A motion to enter closed session was made by Cmsr. Fiedorczyk at 5:53 pm; seconded by Cmsr. Durkin. Motion approved. Personnel changes were discussed. A motion was made by Cmsr. Fiedorczyk to end closed session at 6:51pm; seconded by Cmsr. Leonardo. Motion approved.

**ADJOURNMENT:** There being no further business, Motion was made by Cmsr. Vrahnos; seconded by Cmsr. Leonardo. Motion approved, meeting adjourned at 6:52pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board