

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
November 14, 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, November 14, 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 October 17, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Rochelle. Motion approved.

Bills for the period 10/14/16-11/11/16 were reviewed: There is a total of \$64,821.89 for normal operating prepaid; CFP 2015 for \$14,879.05. Motion made by Cmsr. Rochelle; seconded by Cmsr. Fiedorczyk to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 10/31/16: general ledger balance \$71,376.45; tenant security/escrow \$57,040.82; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$39,069. Motion made by Cmsr. Fiedorczyk; seconded by Cmsr. Rochelle to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: A sale will be held on December 1st to help residents purchase decorative and gift items. A pizza luncheon will be held on Tuesday, December 6th at 12pm and Carolers will be coming from the Waterloo Methodist Church on the 11th. The Annual Resident Party will be on Thursday, December 15th at 12 pm. The Resident Association will purchase a new tree for the community room and luncheon proceeds will be used to purchase a new tree for the front lobby.

BUILDING/GROUNDS: The drain was repaired at the parking lot entrance. A large tree limb came down on the fence. Upon further inspection, a nearby tree was determined to be dead and has lost several large limbs. Both will be removed during the week of November 14th. A portion of our building still does not have access to the “free” wifi. In order to correct the problem and increase the signal for everyone, quotes to run wires internally and install antennas on each floor have been requested. It is anticipated that the labor and materials will cost as much as \$2,500 - \$5,000. No quotes have been received yet.

ADMINISTRATION: A request for proposals for fee accounting services and annual auditing services has been advertised. The proposals were due today. Proposals for legal services, routine generator service, and elevator service have also been advertised and are due December 1st. A request for quotes for annual inspection services has also been completed. Preparations have begun for annual re-certifications.

FINANCE: The State has reviewed our budget, requested additional clarification on numerous items and is expected to return for the Board's adoption.

PERSONNEL: There are no changes at this time. However, the need to update and revise the current personnel policy has been identified. It has not been revised since 2013. The Board may want to begin discussing a cost of living adjustment for 2017.

COMMISSIONER ITEMS: The 2017 meeting schedule was distributed in the board packet. Two positions remain open. The NJ Herald published a story about the need for volunteers. There has been no response to date. The annual reorganization meeting will be held next month.

Cmsr. Leonardo made a motion to approve the secretary's report; seconded by Cmsr. Fiedorczyk. Motion approved.

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. No public report.

New Business: Two proposals were received to perform annual fee accounting services, one from Hymanson, Parnes and Giampaolo in the amount of \$14,353, the same cost as this year, and another in the amount of \$18,000 from Polcari & Co. After a lengthy discussion, the Board determined that it was in the best interest of the agency to offer the position to Polcari & Co. of 2035 Hamburg Turnpike, Unit H, Wayne, NJ 07470. Motion made by Cmsr. Leonardo; seconded by Cmsr. Rochelle. Motion approved. Two proposals were received to conduct the annual audit. One was from the newly-appointed fee accountant. Upon a review of the proposals, the Board will consider re-advertising in the future and did not make an appointment at this meeting.

Closed Session: A motion to enter closed session in order to discuss personnel matters was made by Cmsr. Rochelle, seconded by Cmsr. Fiedorczyk at 6:00 PM. Motion approved. A motion to end closed session was made at 6:15pm by Cmsr. Fiedorczyk, seconded by Cmsr. Leonardo. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Rochelle. Motion approved, meeting adjourned at 6:20pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board