

**MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
December 11, 2017 As Amended**

“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, December 11, 2017 in the Community Room at Liberty Towers. The meeting was called to order by Secretary Iozzi at 5:50pm and roll call was taken. Chairman Nannery (absent), Commissioner Capinjola, Cmsr. Leonardo, Cmsr. Fiedorczyk, Cmsr. Jack Durkin and Cmsr. Vrahnos. Also present was Executive Director, Kimberly Iozzi, PhD. and Mayor Wayne Levante.

Executive Director Iozzi introduced Mayor Levante to the residents in attendance and board. He thanked them for inviting him to attend. Residents inquired about having some assistance obtaining reduced cost or free wifi access in the building or common areas. Cmsr. Fiedorczyk inquired about opportunities to work together towards enhancing shared services. Mayor Levante was informed that there were two agreements that had been in place, and that the Town Manager was requested repeatedly to renew or extend the agreements at no avail. Mayor Levante said he will look into it. The Board and Mayor mutually agreed that there should be a meeting to discuss all the issues at hand.

Minutes of the November 13, 2017 regular monthly meeting were reviewed. A motion made by Cmsr. Leonardo to approve the minutes was made; seconded by Cmsr. Durkin.

Bills for the period 11/1/17-11/30/17; \$58,833.08 for normal operating. Motion made by Cmsr. Fiedorczyk; seconded by Cmsr. Vrahnos to approve payment of bills. Motion approved.

Communications:

Treasurer’s Report: Account balances as of 11/30/17: general ledger balance \$9,159.59; tenant security/escrow \$54,813.61; and \$64,020.58 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$47,586.67 Motion made by Cmsr. Vrahnos; seconded by Cmsr. Leonardo to accept the Treasurer’s report. Motion approved.

Secretary’s Report/ Old Business:

RESIDENTS: A resident orientation was held on Tuesday, December 5th at 10am.

BUILDING/GROUNDS: The 1st floor, including the lobby, has been restored. Only a portion of the molding has to be completed. We are continuing to review options for the trash. In the meanwhile, the unit has been repaired. Turnovers have continued to take place. 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. A resolution has been drafted and is ready for review, edit and adoption. We have contracted with a vendor to assist us in cleaning apartment ceiling fans, kitchen cabinets and vents. While it was a nice service to offer residents, it will help preserve the life of our equipment. In order to save money on the cost to replace light bulbs, LED lighting is being introduced in additional areas in the building to include the front porch.

ADMINISTRATION: Quotes for inspection services have been obtained and will be ready for review and approval, as well as proposals for elevator and generator repair and service and legal services. There were no submittals for annual auditing. This will need to be re-advertised. The NJDCA Division of Local Government Services has approved both the 2017 and 2018 budgets. A meeting is scheduled for later this week to determine whether or not a shared service agreement can be established for accounts payable/receivable and rent calculations.

FINANCE: N/A

PERSONNEL: The part-time maintenance employee was terminated.

COMMISSIONER ITEMS: The annual reorganization of the Board of Commissioners will take place at tonight's meeting. The schedule has been printed for the required courses for spring semester. They are also available on-line.

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 adopted the 2017 budget, reflecting \$681,611 in Revenues and \$677,476 in deficits, as well as Capital Appropriations in the amount of \$67,400. Motion made by Cmsr. Leonardo; seconded by Cmsr. Vrahnos. Motion approved. The Board adopted the 2018 budget, reflecting revenues in the amount of \$633,559 and a deficit of \$620,297 and Capital Appropriations in the amount of \$48,000. Motion made by Cmsr. Durkin; seconded by Cmsr. Fiedorczyk. Motion approved. The Board discussed the need for a shoe policy in common areas and adopted a policy that requires shoes be worn at all times in common areas and that bare feet, slippers and slipper socks are not acceptable in common areas at any time. Motion made by Cmsr. Leonardo; seconded by Cmsr. Vrahnos. Motion approved. The board reviewed the proposal received for annual elevator and repair services and determined that the proposal received from Standard Elevator was satisfactory. One proposal was obtained for elevator repair and maintenance services from Standard Elevator for \$600 per month with a material mark-up percentage of 15% and additional charges to include additional service rates at \$180. A motion was made by Cmsr. Capinjola to award the contract to Standard Elevator, 68 Union Avenue, Clifton, NJ 07015; seconded by Cmsr. Durkin. Motion approved.

Four proposals were obtained for generator repair and maintenance services; each reflecting similar experience and qualifications. Power with Prestige cost \$870 annually; \$135 non-emergency calls; \$175 after hours, holidays, weekends, additional premium. EM Electric is \$740 annually, \$110 non-emergency calls and \$225 emergency calls. Atlantic Switch & Generator offered an annual fee of \$765.55, \$110 for non-emergency calls; \$165 emergency calls. Innovative Electrical Contracting offered a proposal of \$860 annually; \$110 non-emergency calls and \$165 emergency calls. EM Electrical Contractors of 80 Merriam Avenue, Newton, NJ 07860 proposed a price of \$740 with non-emergency rates at \$110 per hour and Emergency visits at \$225 per hour, regardless of the time or day. Feinstein, Raiss, Kelin & Booker & Goldstein, LLC submitted a proposal for annual services in the amount of \$311 for a partner, \$271 for an associate or general legal matters; \$311 bankruptcy matters; \$153 hour 1st two landlord/tenant cases; \$115 hour each additional; \$271 telephone calls, courts, adversary, property managers. Motion made by Cmsr. Capinjola to award the contract to Feinstein, Raiss, Kelin & Booker & Goldstein, LLC, 290 W. Mt. Pleasant Ave, suite 1340, Livingston, NJ 07039; seconded by Cmsr. Durkin Motion approved.. The Board held its annual election of officers. Cmsr. Durkin nominated Cmsr. Fiedorczyk to serve as Chairperson; seconded by Cmsr. Vrahnos. Motion approved. Motion followed by Cmsr. Fiedorczyk to nominate Cmsr. Durkin to serve as Vice-Chairman; seconded by Cmsr. Vrahnos Motion approved.

ADJOURNMENT: There being no further business, Motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Vrahnos. Motion approved, meeting adjourned at 6:10pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board