

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ

December 12, 2016

REORGANIZATION MEETING

“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, December 12, 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 November 14, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Fiedorczyk. Motion approved.

Bills for the period 11/14/16-12/5/16 were reviewed: There is a total of \$25,646.04 for normal operating prepaid. Motion made by Cmsr. Rochelle; seconded by Cmsr. Nannery to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 11/30/16: general ledger balance \$78,198.20; tenant security/escrow \$57,043.16; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$39,069. Motion made by Cmsr. Leonardo; seconded by Cmsr. Fiedorczyk to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: Two apartments have been vacated. One has been filled, effective December 1st. The other will be occupied as of January 1, 2017. The associated parking spaces have been assigned to existing tenants on a waiting list for a space. Information packets for the recertification are being prepared for delivery to residents on the 2nd floor. The Annual Resident Party will be on Thursday, December 15th at 12 pm. The Resident Association and staff are working collaboratively on the event.

BUILDING/GROUNDS: An emergency bathroom renovation took place late in November. As a result of the work necessary to repair the unit, the tenants were afforded 5 nights in a hotel at no expense to them. The bathroom also received a new toilet seat, medicine cabinet and shower rod. The tenants have requested a new tile floor. However, there is nothing structurally wrong with the one in place. A quote has been solicited for this work and will be passed on to the tenant for their consideration. The glycol pump has been delivered. It will be installed in January. The boilers have been serviced and readjusted for more comfortable temperatures. A list of recommended parts is being prepared in order for us to have spares on site in the event of an emergency. An apartment has been determined to have an active bed bug infestation. The apartment was given its last treatment today. However, if bugs have been transferred into the vehicle or are continued to be brought in by guests, the apartment will need to be treated again to prevent spreading. Each treatment is \$800. The annual building and apartment inspection will take place in January.

ADMINISTRATION: Proposals for annual elevator and generator service/repair services as well as legal services have been obtained. Proposals for annual inspection services have also been obtained. On November 14, 2016, HUD issued a notice entitled, "Guidance on Full Flexibility for eligible Small PHAs". As long as we are not designated as Troubled and the HA operates and maintains safe, clean and healthy conditions, as per REAC scoring, we have full flexibility to utilize operating and capital funds to fund eligible activities. Upon review, it must be determined that we have no significant capital needs or emergency needs; have a 5 year approved action plan and submit an annual budget for each year to include a work item for the transfer of funds from capital to operating. Otherwise, it may transfer up to 25% of funding received in 2015 and afterwards.

FINANCE: The budget is still uncertain as it appears as though Congress will likely adopt a continuing resolution through next April, funding programs at the current rates. The new administration will then have to agree on funding priorities from May 1 through September 30, 2017.

PERSONNEL: There are no changes at this time.

COMMISSIONER ITEMS: Three candidates have applied for consideration for commissioner appointments. One was deemed ineligible. Two are slated to be interviewed by the Town Council. Annual Reorganization will take place at tonight's meeting.

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 made \$125 for the Resident Association selling breads and snacks

New Business: Two proposals were received to perform annual inspection services. Cmsr. Rochelle made a motion to award the contract to The Inspection Group in the amount of \$700; seconded by Cmsr. Leonardo. Motion approved. One proposal was obtained for legal services from the law firm of Feinstein, Raiss, Kelin & Booker, LLC that included meeting and meeting preparation cost not to exceed \$32,000; cost per tenant-landlord matters not to exceed \$60,000 and the cost for all other matters not to exceed \$10,000. Motion made by Cmsr. Leonardo to Feinstein, Raiss, Kelin & Booker, LLC, 290 W. Mt. Pleasant Ave, suite 1340, Livingston, NJ 07039; seconded by Cmsr. Rochelle. Motion approved. 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. Nannery to award the contract to Standard Elevator, 68 Union Avenue, Clifton, NJ 07015; seconded by Cmsr. Fiedorczyk. Motion approved. Two proposals were obtained for generator repair and maintenance services. Kraft Power Corp, 241 W. Pk. Way, Pompton Plains, NJ 07444 proposed a lump sum of \$740; non-emergency service visits at \$110.50 per hour and emergency service at varying rates, depending on what time. (\$163.22 for 4-8pm M-Saturday; \$215.40 after 8pm M-U and \$276.25 on holidays). EM Electrical Contractors of 80 Merriam Avenue, Newton, NJ 07860 proposed a price of \$750 with non-emergency rates at \$125 per hour and Emergency visits at \$225 per hour, regardless of the time or day. After a brief discussion about the uncertainty of when calls might occur and the potential for response times to occur later, the Board decided to award the contract to EM Electrical with the condition that they lower the lump sum to match the other proposer's rate. Motion made by Cmsr. Leonardo; seconded by Cmsr. Nannery. Motion approved. The Board held its annual election of officers. Cmsr. Leonardo nominated Cmsr. Nannery to serve as Chairman; seconded by Cmsr. Rochelle. Motion approved. Motion followed by Cmsr. Fiedorczyk to nominate Cmsr. Carr to remain Vice-Chairman; seconded by Cmsr. Nannery.. Motion approved. Cmsr. Nannery and Fiedorczyk reported that the personnel committee met to discuss cost of living adjustments and recommended a 2% increase for staff. Cmsr. Leonardo made a motion to authorize the 2% increase, effective January 1, 2017; seconded by Cmsr. Rochello. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Leonardo. Motion approved, meeting adjourned at 6:01pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board