

**MINUTES OF THE AUGUST 13, 2018 MEETING
OF THE HOUSING AUTHORITY
OF THE TOWN OF NEWTON**

The regularly scheduled meeting of the Housing Authority of the Town of Newton was held **August 13, 2018 at 5:30 PM**, in the offices of the Housing Authority, 32 Liberty Street, Newton, New Jersey.

Pledge of Allegiance

The meeting was called to order by Chairman Fiedorczyk at **5:44 PM** and upon roll call the following members were present: Commissioners: Richard Bitondo, Vangie Capinjola, Maria Fiedorczyk, & Carole Leonardo. William Nannery re-entered at **5:46 PM**. Also present was Interim Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following Commissioners were excused: Jack Durkin & Barbara Vrahnos

There were **29** members of the public present.

Chairperson Fiedorczyk announced in accordance with the Open Meetings Act, on August 10, 2012; notice of the meeting was delivered to the NJ Herald and posted on the website. Chairperson Fiedorczyk directed said announcement be entered in the minutes of the meeting.

VISITORS – None

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 11, 2018

Commissioner Capinjola moved to approve the Minutes of the Regular Meeting of June 11, 2018, which motion was seconded by **Commissioner Nannery**. Upon roll call the motion was as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINS</u>	<u>ABSENT</u>
Bitondo			Durkin
Capinjola			Vrahnos
Fiedorczyk			
Leonardo			
Nannery			

BILLS –June & July 2018

Commissioner Capinjola moved to approve the bills list for June & July 2018; which motion was seconded by **Commissioner Nannery**.

COMMUNICATIONS - None

REPORT OF COMMITTEES

FINANCE/BANK BALANCES

Executive Director Rummerfield reviewed the finance reports with the commissioners and asked for any questions.

ADMINISTRATIVE REPORT

Executive Director Rummerfield advised the board that the Workers Comp Audit was completed onsite on July 23, 2018.

Executive Director Rummerfield further advised that the Right to Know Survey is do the week of August 6, 2018.

Mr. Rummerfield reported on the RAD Public Hearings that were held prior to the meeting.

Mr. Rummerfield asked for a motion to be made for the submittal of an application to RAD. Commissioner Bitondo made a motion to for the Newton Housing Authority to submit an application to RAD, which was seconded by Commissioner Nannery. All were in favor of the motion.

The air conditioner payments for June was discussed. Discussion consisted on whether waiving June's fee or adding it on at the end of the season. It was decided that it should be added on at the end of the season for fairness to the tenants who had paid in full.

Electric Heaters were discussed among commissioners and residents. Executive Director Rummerfield advised that he will check into it, as they are considered a safety hazard.

Commissioner Leonardo suggested that each tenant should have a key for the staircase in case of emergency.

NEW BUSINESS:

RESOLUTION#: 2018-10 - APPROVAL FOR THE RENTAL ASSISTANCE DEMONSTATION "RAD" APPLICATION TO BE COMPLETED BY WILLIAM KATCHEN.

WHEREAS, Executive Director, W. Paul Rummerfield requested permission from the *Board of Commissioners of the Housing Authority of the Town of Newton* to approve submittal for a Rental Assistance Demonstration (RAD) application; and

WHEREAS, Executive Director, W. Paul Rummerfield requested permission from the *Board of Commissioners of the Housing Authority of the Town of Newton* to approve William Katchen permission to complete the application, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Newton Board of Commissioners* hereby approves and authorizes William Katchen to complete the Rental Assistance Demonstration (RAD) Application.

Commissioner Bitondo moved to adopt Resolution #: **2018-10**, which motion was seconded by **Commissioner Nannery**. All were in favor of this resolution.

RESOLUTION #: 2018-11 APPROVAL OF AUTHORIZATION OF SIGNATURES ON ALL CHECKS

WHEREAS, *the Housing Authority of the Town of Newton* requires that all checks carry two signatures; and,

WHEREAS, *the Housing Authority of the Town of Newton Board of Commissioners* hereby certify that the authorized signatures of checks carrying two signatures be designated as the Chairperson or Vice Chairperson, and the Executive Director, Secretary-Treasurer and,

WHEREAS, *the Housing Authority of the Town of Newton Board of Commissioners* hereby certifies that, W. Paul Rummerfield is now the Executive Director, Secretary-Treasurer and is hereby an authorized signatory.

WHEREAS, *the Housing Authority of the Town of Newton Board of Commissioners* hereby recognizes that there may be an issue obtaining a signature from the Chairperson or Vice Chairperson from Newton Housing Authority and hereby certifies that in the absence of the Chairperson or Vice Chairperson from Newton Housing Authority that Chairperson Cecile Franceschino from the Phillipsburg Housing Authority is so authorized to sign checks; and,

BE IT RESOLVED, that in the absence of the Chairman or Vice Chairman that Chairperson Cecile Franceschino is authorized to sign all checks, causing each check to carry two signatures.

BE IT FURTHER RESOLVED, that in the absence of the Executive Director, Secretary-Treasurer that the Chairperson is to be authorized to sign for the Executive Director, Secretary-Treasurer.

BE IT FURTHER RESOLVED, the Executive Director, Secretary-Treasurer and the Chairperson or Co-Chairperson (or in the absence of the Chairperson or Co-Chairperson), Cecile Franceschino is hereby approved in this resolution

BE IT FURTHER RESOLVED, that this resolution, effective August 13, 2018 supersedes all previous resolutions covering signatures on checks of the *Housing Authority of the Town of Newton, New Jersey*.

NOW THEREFORE BE IT FURTHER RESOLVED, this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

Commissioner Nannery moved to adopt Resolution #: **2018-11**, which motion was seconded by **Commissioner Capinjola**. All were in favor of this resolution.

RESOLUTION#: 2018-12 APPROVAL FOR EXTENSION TO TEMPORARY SHARED SERVICES AGREEMENT WITH PHILLIPSBURG HOUSING AUTHORITY

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Newton* hereby authorizes the Newton Housing Authority and the Executive Director to enter into an extension expiring on October 31, 2018 for the shared services agreement with the Phillipsburg Housing Authority to continue to provide managerial services on a temporary basis until a permanent arrangement is in place.

Commissioner Leonardo moved to adopt Resolution #: **2018-12**, which motion was seconded by **Commissioner Capinjola**. All were in favor of this resolution.

RESOLUTION#: 2018-13 APPROVAL OF HYMANSON, PARNES & GIAMPAOLO, CPA AS THE NHA AUDITOR

WHEREAS, *Housing Authority of the Town of Newton* hereby advertised for Proposals for "Auditing Services"; and

WHEREAS, *Housing Authority* received a Proposal from “*Hymanson, Parnes & Giampaolo, CPA*”;
and

WHEREAS, W. Paul Rummerfield, Executive Director recommends awarding the Audit Services to “*Hymanson, Parnes & Giampaolo, CPA*”.

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners’ of the Housing Authority of the Town of Newton* hereby awards the Proposal for Audit Services to “*Hymanson, Parnes & Giampaolo, CPA*”.

Commissioner Nannery moved to adopt Resolution #: **2018-13**, which motion was seconded by **Commissioner Leonardo**. All were in favor of this resolution.

EXECUTIVE SESSION

Commissioner Leonardo moved to enter Executive Session which motion was seconded by **Commissioner Nannery** at **7:10 PM**. Upon roll call the motion was unanimous.

Commissioner Nannery moved to exit Executive Session, which motion was seconded by **Commissioner Capinjola** at **7:40 PM**. Upon roll call the motion was unanimous.

Commissioner Nannery moved to re-enter into Regular Session **7:40 PM**; which motion was seconded by **Commissioner Capinjola**.

RESOLUTION#: 2018-14 APPROVAL FOR RESIDENT STIPEND FOR TENANT JOAN CASTERLIN

BE IT RESOLVED, *the Board of Commissioners’ of the Housing Authority of the Town of Newton* hereby authorizes the Newton Housing Authority and the Executive Director to provide a resident stipend for Tenant, Joan Casterlin in the amount of \$200.00 per month. Stipend will be retroactive to May 1, 2018.

Commissioner Capinjola moved to adopt Resolution #: **2018-14**, which motion was seconded by **Commissioner Nannery**. All were in favor of this resolution.

ADJOURNMENT

There being no further business to come before this Authority, **Commissioner Nannery** moved at the call of **Chairperson Fiedorczyk**, the meeting be adjourned, which motion was seconded by **Commissioner Capinjola**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:47 PM**, August 13, 2018.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

MARIA FIEDORCZYK
Chairperson