

AGENDA

November 5, 2018

1. CALL TO ORDER

Pledge of Allegiance (Please stand)

2. ROLL CALL

Chairperson: Maria Fiedorczyk

Vice-Chairman: Jack Durkin

Commissioners: Richard Bitondo
Carole Leonardo
William Nannery
Barbara Vrahnos

3. ANNOUNCEMENT OF OPEN MEETINGS ACT

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Newton Housing Authority has caused notice of this meeting to be published by having the date, time, and place posted in the Newton Housing Authority Lobby, filed with the Town Clerk, and advertised in the NJ Herald.

4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2018

5. BILLS – August, September & October 2018

6. COMMUNICATIONS

7. VISITORS

8. REPORT OF THE SECRETARY – TREASURER

- a. Move ins September & October 2018
- b. Move outs September & October 2018
- c. Applications September & October 2018
- d. Vacancy Report

9. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – August, September & October 2018

RESIDENT

10. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

Generator

Heating/Plumbing

Reminder – Commissioner Trainings

AC Charges for 2019

Signatures for Audit Review Certificate

Medical necessity of air conditioning in winter months (reduce charge?)

11. NEW BUSINESS

RESOLUTION#: 2018-15 APPROVAL OF JANUARY 1, 2017 – DECEMBER 31, 2017 AUDIT & SUBMITTAL TO HUD FOR APPROVAL

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended December 31, 2017, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Newton* pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “General Comments and Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Newton* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2017 and , specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

RESOLUTION#: 2018 -16 APPROVAL FOR THE INTRODUCTION OF THE 2019 NEWTON HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Newton* for the Fiscal Year beginning January 1, 2019 and ending December 31, 2019 has been presented before the *Board of Commissioners of the Housing Authority of Newton* at it’s open public meeting on November 5, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$630,650.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$ 580,864.00** and Total Fund Balance utilized of **\$ 0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$85,000.00** and Total Fund Balance planned to be utilized as funding thereof **\$ -0-**; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together will all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority’s planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must

be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Newton*, at an open public meeting held on November 5, 2018; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 1/1/2019 and ending 12/31/2019; hereby approve and will be considered for adoption on December 10, 2018.

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Newton Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 10, 2018.

RESOLUTION#: 2018 -17 APPROVAL OF SNOW PLOWING & REMOVAL CONTRACT

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Newton has, in response to a publicly advertised Request For Proposals for bids, received one proposal for snow plowing/sanding/salting services at Liberty Towers for the winter 2018-2019 season; and

WHEREAS, the Board reviewed the bids and found the offer from Gerber Landscaping to be reasonable in price and value; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Newton awards a contract for snow removal services to Gerber Landscaping, 1011 Old Foundry Road, Newton, NJ 07860 for \$130 each plow/pass and \$130 each application of sand and salt mix, and \$100 for snow loader service for relocation of snow and removal of snow from the sidewalks at a rate of \$100 and/or \$25 per bag of potassium calcium chloride.

RESOLUTION#: 2018-18 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 December 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.

RESOLUTION#: 2018-19 APPROVAL FOR BUDGET REVISION #1 TO THE 2018 CAPITAL FUND PROGRAM NO. NJ39P076501-18

WHEREAS, there is a need for the continuation of a major renovation and maintenance program at the Housing Authority's Low Income Public Housing Project; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requests Capital Fund Program (CFP) Budgets to be revised to reflect current items of need; and

WHEREAS, the 2018 Capital Fund Budget was increased from \$67,000.00 to \$93,491.00 (increase of \$26,491.00) by the Department of HUD; and

WHEREAS, the additional monies will be allocated to budget line items 1408 and 1410. The original amounts of budget line items 1450 and 1460 will remain the same and will not be affected; and

WHEREAS, at this time it is necessary to approve a budget revision for the Housing Authority's 2018 Capital Fund Program No. NJ39P076501-18 identified as Revision No. 1, to adjust the following accounts, copy of actual budget attached to this resolution.

<u>Line Item</u>	<u>Increase/Decrease</u>
1408 Management Improvements	+\$17,151.00
1410 Administration	+\$ 9,340.00
1450 Site Improvement	No Change – remains \$40,000.00
1460 Dwelling Structure	No Change – remains \$27,000.00
TOTAL NET CHANGE	<u>+\$26,491.00</u>

NOW THEREFORE, BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Newton, to hereby approve Budget Revision #1 to the 2018 Capital Fund Program No. NJ39P076501-18 on November 5, 2018

RESOLUTION#: 2018-20 APPROVAL FOR THE NEWTON HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING

WHEREAS, The Newton Housing Authority, Newton, NJ is required to include earnings on net assets in excess of \$5,000 as tenant income in calculation of rent. The interest amount is to be determined by the Housing Authority annually and is based on the Savings National Rate in effect at the time of establishing the rate. The rate the Housing Authority establishes is to be within 75 basis points (plus or minus .75 percent (.75%) and may not be less than 0 percent (0%).

THEREFORE, BE IT RESOLVED, The Newton Housing Authority Board of Commissioners establish the passbook rate for earnings on net assets in excess of \$5,000 at 1.5% for calendar year 2019.

12. PUBLIC COMMENTS

EXECUTIVE SESSION

13. ADJOURNMENT