

**MINUTES OF THE OCTOBER 21, 2019 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 **OCTOBER 21, 2019 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 *Chairperson Fiedorczyk* at 5:33 **PM** and upon roll call the following members were present: Commissioners: Richard Bitondo, Carole Leonardo, Rick Turdo & Maria Fiedorczyk. Also present was Interim Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following Commissioner were excused: _____N/A_____

There were 20 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 Town Clerks Office, the NJ Herald and posted on the website. Chairperson Fiedorczyk directed said announcement be entered in the minutes of the meeting.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 9, 2019

Commissioner Turdo moved to approve the Minutes of the Regular Meeting of September 9, 2019; 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			
Fiedorczyk			
Leonardo			
Turdo			
Nannery			

APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION OF SEPTEMBER 9, 2019

NO EXECUTIVE SESSION

BILLS - SEPTEMBER 2019

Commissioner Bitondo moved to approve the bills list for September 2019; which motion was seconded by Commissioner Leonardo. All were in favor of the motion.

FINANCE/BANK BALANCES

COMMUNICATIONS - NONE

VISITORS - NONE

REPORT OF COMMITTEES - NONE

ADMINISTRATIVE REPORT

Air conditioners in tenant units removed for end of September are out
Landscaping finished - looks really good
Discussed heat in the building - some tenants feel it is too hot. Will look to see if possible, to place heat wheel on air handler on a timer
Looking to cold patch some of the areas in the parking lot
Need to change November meeting - will move to Tuesday November 12th

NEW BUSINESS - NONE

RESOLUTIONS

RESOLUTION: 2019-15 Approval of Snow Removal Services to Gerber Landscaping Services

BE IT RESOLVED, the Board of Commissioners of the *Housing Authority of the Town of Newton* hereby awards the Bid for the Contract for Snow Removal Services to “Gerber Landscaping Services” at a cost of \$260.00 for driveway and parking areas and \$125.00 for sidewalks per occurrence.

Commissioner Fiedorczyk moved to adopt Resolution #: **2019-15**, which motion was seconded by **Commissioner Nannery**. All were in favor of this motion.

RESOLUTION: 2019-16 Approval of Fee Accounting Services to Polcari & Company CPA's

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Newton hereby awards the Bid for the Contract for Fee Account Services to "Polcari & Company CPA's" at an annual cost not to exceed \$16,500 per year, payable monthly at \$1,375.00.

Commissioner Fiedorczyk moved to adopt Resolution #: **2019-16**, which motion was seconded by **Commissioner Turdo**. All were in favor of this motion.

RESOLUTION: 2019-17 Approval of IT Services to Mazteck Complete Solutions

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Newton hereby awards the Bid for the Contract for IT Services to "Mazteck Complete Solutions" as per the cost breakdown in the email dated October 16, 2019 from Tom McGuire.

Commissioner Bitondo moved to adopt Resolution #: **2019-17**, which motion was seconded by **Commissioner Leonardo**. All were in favor of this motion.

RESOLUTION: 2019-18 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2020 thru 2024

WHEREAS, *the Newton Housing Authority Board of Commissioners* have reviewed the 2020 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2020 thru 2024; and

WHEREAS, *the Newton Housing Authority Board of Commissioners* hereby approve the 2020 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2020 thru 2024; and

WHEREAS, *the Newton Housing Authority Board of Commissioners* hereby certify all work items included in the Annual Statement are from the most recent Five-Year Action Plan, approved by U.S. Department of Housing and Urban Development (HUD).

NOW, THEREFORE, BE IT RESOLVED, that we hereby authorize Chairman Fiedorczyk to execute the Certification of Compliance with PHA Plan and Related Regulations (see attached form HUD-50077)

Commissioner Nannery moved to adopt Resolution #: **2019-18**, which motion was seconded by **Commissioner Leonardo**. All were in favor of this motion.

RESOLUTION: 2019-19 APPROVAL OF JANUARY 1, 2018 – DECEMBER 31, 2018 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, 2018, 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, 2018 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.

Commissioner Bitondo moved to adopt Resolution #: **2019-19**, which motion was seconded by **Commissioner Turdo**. All were in favor of this motion.

RESOLUTION: 2019-20 APPROVAL FOR THE INTRODUCTION OF THE 2020 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, 2020 and ending December 31, 2020 has been presented before the *Board of Commissioners of the Housing Authority of Newton* at its open public meeting on October 21st, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$642,298.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$ 566,359.00** and Total Fund Balance utilized of **\$ 0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$71,368.00** 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 with 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 October 21, 2019; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning January 1, 2020 and ending December 31, 2020; hereby approve and will be considered for adoption on November 12, 2019.

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 November 12, 2019.

Commissioner Fiedorczyk moved to adopt Resolution #: **2019-20**, which motion was seconded by **Commissioner Turdo**. All were in favor of this motion.

RESOLUTION: 2019-21 Emergency Repair for Elevator #1 at Liberty Towers, Newton, NJ

BE IT RESOLVED, at the recommendation of Kevin J DeGerolamo, Property Manager, the *Housing Authority of the Town of Newton Board of Commissioners* hereby approves and authorizes said repairs to Elevator #1 at the Newton Housing Authority Office located at 32 Liberty Street, at a cost not to exceed Twelve thousand (\$12,000.00) Dollars without prior approval from the Board of Commissioners.

Commissioner Leonardo moved to adopt Resolution #: **2019-21**, which motion was seconded by *Commissioner Bitondo*. All were in favor of this motion.

RESOLUTION: 2019-22 Approval of Flat Rent Significant Amendment

WHEREAS, *Housing Authority of the Town of Newton Board of Commissioners* hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

WHEREAS, *Housing Authority of the Town of Newton Board of Commissioners* will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 1, 2019. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

Commissioner Fiedorczyk moved to adopt Resolution #: **2019-22**, which motion was seconded by *Commissioner Turdo*. All were in favor of this motion.

Commissioner Turdo moved to exit Executive Session and return to Regular Session, which motion was seconded by **Commissioner Fiedorczyk** at **7:15 PM**.

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 Fiedorczyk**. Upon roll call the motion was unanimous. The meeting was adjourned at **7:16 PM**, October 21, 2019.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

MARIA FIEDORCZYK
Chairperson