

**MINUTES OF THE NOVEMBER 5, 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 **November 5, 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 **5:34 PM** and upon roll call the following members were present: Commissioners: Richard Bitondo, Maria Fiedorczyk, Carole Leonardo & William Nannery. Also present was Interim Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following Commissioners were excused: Jack Durkin & Barbara Vrahnos

Chairman Fiedorczyk read Commissioner Capinjola's letter of resignation. Commissioner Nannery made a motion to accept Commissioner Capinjola's letter of resignation, which was seconded by Commissioner Leonardo. All accepted the resignation with deepest regrets.

There were **35** 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**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2018**

**Commissioner Bitondo** moved to approve the Minutes of the Regular Meeting of August 13, 2018, which motion was seconded by **Commissioner Leonardo**. Upon roll call the motion was as follows:

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

**APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 13, 2018**

**Commissioner Leonardo** moved to approve the Minutes of the Regular Meeting of August 13, 2018, which motion was seconded by **Commissioner Fiedorczyk**. Upon roll call the motion was as follows:

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

**BILLS –August , September, & October 2018**

Commissioner Bitondo moved to approve the bills list for August, September, & October 2018; which motion was seconded by Commissioner Nannery. All were in favor of the motion.

**COMMUNICATIONS - None**

**VISITORS – Thomas McGuire – PHA Bookkeeper**

**REPORT OF COMMITTEES**

FINANCE/BANK BALANCES

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

Executive Director Rummerfield advised that there will be a resolution for the Budget Revision as Newton is receiving an extra \$26,491.00 in their Capital Fund Program.

Commissioner Bitondo advised that the Cell Tower Contract for Verizon is expiring on December 31, 2018 and there will be a loss of revenue of approximately \$20,000.00. He asked that this be reviewed so the budget can be amended, as needed.

**ADMINISTRATIVE REPORT**

Commissioner Leonardo asked if we have heard anything regarding the Class Action Suit that Newton Housing Authority is a part of for funds they didn't receive. She advised that she believes Attorney Tracy Goldstein was handling the matter. Executive Director Rummerfield advised that he would check into it.

\*\*\*\*\*

Chairperson Fiedorczyk reviewed using the same accountant, auditor and attorney for Newton that is used for Phillipsburg. The board agreed that it would be beneficial to use the same professional service vendors that Phillipsburg does. Executive Director Rummerfield advised that he feels this should be addressed in the Shared Service Agreement.

\*\*\*\*\*

Chairperson Fiedorczyk advised that Newton is not receiving a very good interest rate from Lakeland Bank. She advised that she will reach out to the Government Entity of Lakeland Bank to see if they can give us a better rate.

\*\*\*\*\*

Executive Director Rummerfield discussed the sale of the generator with the board. There was a brief discussion amongst the board. They asked if the building would be sealed back up once the generator is removed. Mr. Rummerfield advised that that was one of the specifications. He stated that he would have one of the Phillipsburg Maintenance Staff Members there when the generator is removed. Chairperson Fiedorczyk advised that the check needs to be certified or should clear the bank before the company removes the generator.

Commissioner Fiedorczyk moved to approve the sale of the generator; which motion was seconded by Commissioner Nannery. All were in favor of the motion.

\*\*\*\*\*

Executive Director Rummerfield updated the board on the heating and plumbing issues with the building. He advised that the plumbing is a disaster and that we are dealing with issues as they come. He advised that Roto Rooter had been called in a few times and reminded tenants to be mindful on what they put in the sink as they are not food disposals.

\*\*\*\*\*  
Executive Director Rummerfield advised that the heating issues are currently being looked at by TGM. Commissioner Leonardo advised that there needs to be regular maintenance of the valves to bleed them.

Executive Director Rummerfield stated that the Maintenance Staff feels that there could be an issue with the placement of the thermostats, and they are looking into it.

\*\*\*\*\*  
There was a discussion amongst the board and tenants regarding placing electric heaters in the apartments. Executive Director Rummerfield advised that it's against fire code and the insurance company policy. Several tenants asked if they would be able to use their heaters when the heat is down. Executive Director Rummerfield advised that he cannot condone the use of heaters, but will review it further.

\*\*\*\*\*  
Chairperson Fiedorczyk asked Executive Rummerfield to review the utility rate for air conditioners. She advised that she feels \$35.00 per month is too high. Mr. Rummerfield advised that he is looking into the utility charges. Chairperson Fiedorczyk asked if we could look into using the air conditioning charge for a medical expense. Mrs. Tersigni asked if tenants are receiving cooling assistance. If not, this is something they may want to look into.

\*\*\*\*\*  
There was a lengthy discussion over the trash rooms. Some tenants felt they should re-open the trash rooms. Others feel they shouldn't. Tenants requested a large trash for kitty litter disposal again. There was a recommendation to put cameras in the trash rooms. Executive Director Rummerfield advised that he would have the maintenance staff re-open the trash rooms.

\*\*\*\*\*  
Executive Director Rummerfield advised that we are working on a calendar for the tentative meeting schedule to be presented at the reorganization meeting. He further advised that due to the holiday season and vacations that Phillipsburg has opted not to hold a January or July meeting. He asked the commissioners to contemplate whether they feel this is something the Newton Board would like to take into consideration. He further advised that even though the by-laws indicate the annual meetings are to be held the first day of June at noon, they have been being held at the December meeting. He recommended the bylaws be revised to update the change.

\*\*\*\*\*  
Commissioner Leonardo advised that there are a lot of issues with the elevators, and she feels the it isn't going to last much longer. Executive Director Rummerfield advised that he is aware of the issue and is looking into it that unfortunately it has been an ongoing issue for some time now.

\*\*\*\*\*  
Executive Director Rummerfield advised that there are a number of RAD applicants that have not completed a CHAP, so Newton may have a chance of being put on the list. And, if RAD is approved this could help with the Elevator, Heating & Plumbing Issues that have been an ongoing issue for quite some time, especially, with the repairs being costly and the housing authority's financial situation.

**PUBLIC COMMENT:**

Several tenants commented on the lack of lighting and signage at the entrance of the building. Executive Director Rummerfield advised that we noticed that as we were entering the building.

\*\*\*\*\*

One tenant advised that she still needs her air conditioner removed that the maintenance staff missed it the last time they were there. Mr. Rummerfield advised that the Maintenance Staff would be up on Thursday or Friday to take any remaining air conditioners out.

\*\*\*\*\*

One tenant voiced her concern over the possibility of the large elevator becoming inoperable. She said she was concerned about the ambulance trying to get stretchers in. Mr. Rummerfield advised that there is an elevator maintenance contract, and he will contact the vendor for his thoughts on the reliability of the elevator.

Several tenants voiced concern over a tenant who is in a nursing home. They advised her relatives have been trying to get into her unit. They were advised to have them call the office that it's not an issue that can be discussed and staff cannot allow anyone in who isn't listed as a contact or a power-of-attorney.

\*\*\*\*\*

One tenant asked about the trimming of the shrubs. They advised the shrubs are very overgrown. Executive Director Rummerfield advised that it's too late in the season now and will be addressed in the spring.

\*\*\*\*\*

One tenant voiced a concern over not receiving a replacement for her broken blind yet. She also inquired about the new washer, asking if medium and heavy meant load size or soil type. Mrs. Tersigni advised that it meant soil type.

**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.

**Commissioner Nannery** moved to adopt Resolution #: **2018-15**, which motion was seconded by **Commissioner Fiedorczyk**. All were in favor 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 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 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.

*Commissioner Fiedorczyk* moved to adopt Resolution #: **2018-16**, which motion was seconded by *Commissioner Leonardo*. After comment advising that the cell tower lease ends on December 31, 2018, all were in favor of this resolution.

**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.

*Commissioner Bitondo* moved to adopt Resolution #: **2018-17**, which motion was seconded by *Commissioner Nannery*. There was a discussion on the plowing practices from the past. Tenants advised that the grounds should be staked where the guard rails are as they are not plowed correctly, and the tenants cannot hold on to the rail as they're walking to the upper lot. They also feel their parking places should be plowed. Executive Director Rummerfield advised that he would have Maintenance Supervisor Burger schedule a meeting with Gerber to review the snow removal contract. After discussion, all were in favor of this resolution.

**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.

*Commissioner Leonardo* moved to adopt Resolution #: **2018-18**, which motion was seconded by *Commissioner Bitondo*. All were in favor of this resolution.

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

**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
<b>TOTAL NET CHANGE</b>	<b><u>+\$26,491.00</u></b>

**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

**Commissioner Fiedorczyk** moved to adopt Resolution #: **2018-19**, which motion was seconded by **Commissioner Nannery**. All were in favor of this resolution.

**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.

**Commissioner Bitondo** moved to adopt Resolution #: **2018-20**, which motion was seconded by **Commissioner Fiedorczyk**. All were in favor of this resolution.

**ADJOURNMENT**

There being no further business to come before this Authority, **Commissioner Bitondo** 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 **7:39 PM**, November 5, 2018.

---

**W. PAUL RUMMERFIELD**  
Executive Director/Secretary-Treasurer

---

**MARIA FIEDORCZYK**  
Chairperson