

**MINUTES OF THE DECEMBER 10, 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 **5:46 PM** and upon roll call the following members were present: Commissioners: Richard Bitondo, Jack Durkin, Maria Fiedorczyk, & Carole Leonardo. Also present was Interim Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following Commissioners were excused: Commissioners Nannery & Vrahnos

There were 32 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.

**VISITORS**

**APPROVAL OF THE AMENDED MINUTES OF THE REGULAR MEETING OF NOVEMBER 5, 2018**  
*Commissioner Fiedorczyk* moved to approve the Minutes of the Regular Meeting of November 5, 2018, as amended to include the information regarding the Verizon Cell Tower; 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			Nannery
Durkin			Vrahnos
Fiedorczyk			
Leonardo			

**BILLS –December 2018**

*Commissioner Bitondo* moved to approve the bills list for December 2018; which motion was seconded by *Commissioner Durkin*. All were in favor of the motion.

**COMMUNICATIONS** - None

**REPORT OF COMMITTEES**

FINANCE/BANK BALANCES

Executive Director Rummerfield reviewed the finance reports with the commissioners.

**ADMINISTRATIVE REPORT**

Executive Director Rummerfield reviewed the term of the Shared Services Agreement with the Commissioners. He advised that a copy was drafted by the Phillipsburg Housing Authority Attorney but has not been finalized yet. He advised that Phillipsburg Board is concerned about a 5- year agreement that was suggested by the Newton Board. However, they were in agreement to a 5- year agreement with an annual review and a 120-day notice to terminate by either party. He further advised that the Phillipsburg Board was concerned with the financial component of doing a five-year agreement; but suggested it be reviewed annually to ensure it would be in the best financial interest of both authorities.

Executive Director Rummerfield further advised that the Phillipsburg attorney is currently researching whether Phillipsburg Housing Authority and Newton Housing Authority would be able to share the services of the attorney and fee accountant.

Commissioner Bitondo asked if the board felt that Newton should have their own attorney review the shared services agreement for due diligence. The board felt that would be a good idea. Executive Director Rummerfield advised that he would contact Attorney Goldstein to review once the draft was completed by the PHA attorney.

Commissioner Bitondo asked if the interim agreement should be extended until January 31<sup>st</sup> waiting review of the agreement. Everyone agreed it should be.

Commissioner Leonardo made a motion to extend the Shared Services Agreement with the Phillipsburg Housing Authority until January 31, 2019, which was seconded by Commissioner Fiedorczyk. All were in favor of the motion.

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Executive Director Rummerfield advised the board that Mr. Katchen has been in touch with our RAD Consultant Jaime, who advised that as long as Newton had their RAD application in prior to the deadline, they should be on the list for RAD. The commissioners and tenants were very pleased to hear this.

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Executive Director Rummerfield reviewed the elevator bids with the commissioners.

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Executive Director Rummerfield advised the board that we need a resolution to rebid the generator services since we only received one RFP and it arrived late and by regular mail.

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Executive Director Rummerfield updated the board on the requests from tenants to have their apartments painted every five-years, which they state is in their recertification packets. He advised that he reviewed the ACOP of the Housing Authority of Newton and the list of charges. He advised that neither contained information regarding the cycle painting. He further advised that continuing with cycle painting is something the board needs to review for financial purposes. Some residents asked if they could paint their own apartments. The board is going to review this.

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Executive Director Rummerfield advised that they have a non-profit organization visiting Newton on December 11, 2018 to provide a quote on what they would charge to clean the building three (3) days per week.  
He suggested the possibility of joining a Co-op. The board thought that was a good idea.

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Executive Director Rummerfield advised that the maintenance staff had put in 144-man hours in Newton for the month of November, not including after hour calls, which equals having one maintenance staff member for 18 days.

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Executive Director Rummerfield gave an update on PHA-Web. He advised that Phillipsburg is in full swing with PHA-Web and Newton should be fully running by January 1<sup>st</sup>.

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Executive Director Rummerfield inquired about the Retail Food Establishment License application that Newton had received.

The board thought it could be since they had considered renting space to an individual to put in a deli to try and generate income.

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Chairperson Fiedorczyk asked about the excess utility charges that are currently being paid by the tenants. Executive Director Rummerfield advised that he will check with Mr. Katchen about this and have the board revisit at the next meeting.

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Executive Director Rummerfield reviewed the occupancy guidelines that are in the ACOP as opposed to the policy that we had been advised were in place. The board is going to review the current policy and review it at the next meeting. Mr. Rummerfield advised that it can be difficult trying to fill a one bedroom since most applications in senior high-rises consist of one person.

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**NEW BUSINESS:**

**RESOLUTION: 2018-21 APPROVAL TO AMEND THE BYLAWS**

**WHEREAS**, the Executive Director has conducted a review of the Bylaws of the *Housing Authority of the Town of Newton*, to determine whether any existing provisions should be updated or revised;

**WHEREAS**, the Executive Director has prepared a report describing the recommended changes;

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Newton has considered the Executive Director's report and agrees with his recommendations and the changes suggested and requested By-laws be reviewed annually and updated, if necessary;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the Town of Newton hereby approves the amendment of Article I - Section 3, Article II – Sections 2 & 4, Article III – Sections 1 & 2 of the Bylaws as shown on the attached black-lined and red font versions of those sections and approves the submission of those amendments, and By-laws to be reviewed annually and updated, if necessary.

**Commissioner Leonardo** moved to adopt Resolution #: **2018-21**, which motion was seconded by **Commissioner Bitondo**. All were in favor of this resolution.

**RESOLUTION: 2018-22 Approval to award Elevator Maintenance Services bid to  
“Current Elevator Services\_”**

**WHEREAS**, *Housing Authority of the Town of Newton* Requested Bids for “Elevator Maintenance Services”, and;

**WHEREAS**, the *Housing Authority of the Town of Newton* received two bids, and;

**BE IT RESOLVED**, *Housing Authority of the Town of Newton Board of Commissioners* hereby approves the bid from “Current Elevator Services\_”.

**Commissioner Fiedorczyk** moved to adopt Resolution #: **2018-22**, which motion was seconded by **Commissioner Bitondo**. All were in favor of this resolution.

**RESOLUTION: 2018-23 Approval to re-bid Generator Services**

**WHEREAS**, *Housing Authority of the Town of Newton* Requested Proposals for “*Generator Services*”, and

**WHEREAS**, the *Housing Authority of the Town of Newton* received one late Proposal:

**WHEREAS**, the *Board of Commissioners of the Housing Authority of the Town of Newton* hereby agrees that the *Generator Services* Proposal will have to be rebid since there were no bids received prior to the bid deadline, and

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Newton Board of Commissioners* hereby approves to rebid the Proposal for “*Generator Services*”

**Commissioner Bitondo** moved to adopt Resolution #: **2018-23**, which motion was seconded by **Commissioner Fiedorczyk**. All were in favor of this resolution.

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**PUBLIC COMMENT:**

Several tenants brought up work order issues. Executive Director Rummerfield advised that we will have a better handle on work orders once PHA Web is fully up and running. There will be a memo for the process of work orders.

Several tenants brought up the opening of the recycling rooms. Mr. Rummerfield advised he thought they were open. Several tenants voiced their concerns of them being reopened. Mr. Rummerfield advised that he would have our maintenance staff review the procedures on December 11, 2018 to see what the best scenario would be and then we would send a Memo to the tenants advising what the procedures will be.

Several tenants voiced concern over burnt out light bulbs. Commissioner Leonardo asked JC if she would mind placing work orders for burnt out light bulbs. She generously volunteered to do so.

Several tenants questioned the Wifi. Tenants were advised that Wifi services for tenants is not an allowable expense through HUD that they are required to have their own Wifi services.

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**ADJOURNMENT**

There being no further business to come before this Authority, ***Commissioner Durkin*** moved at the call of ***Chairperson Fiedorczyk***, the meeting be adjourned, which motion was seconded by ***Commissioner Bitondo***. Upon roll call the motion was unanimous. The meeting was adjourned at **7:20 PM**, December 10, 2018.

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

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**MARIA FIEDORCZYK**  
Chairperson