

## **MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ**

**April 11, 2016**

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, April 11, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:32 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk (excused), and Cmsr. Izquierdo. Executive Director, Kimberly Iozzi was also present.

**Minutes** of the March 14, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo pointed out a grammatical error under Commissioner Items. Cmsr. Leonardo made a motion to approve the minutes with the necessary corrections; seconded by Cmsr. Izquierdo. Motion approved.

**Bills** for the period 3/10/16-4/6/16 were reviewed: There is a total of \$43,119.98 for normal operating prepaid and \$2,681.25 Capital Fund Program funds. Motion made by Cmsr. Rochelle; seconded by Cmsr. Izquierdo to approve payment of bills. Motion approved.

### **Communications:**

**Treasurer's Report:** Account balances as of 3/31/16: general ledger balance \$9,094.86; tenant security/escrow \$55,402.91; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Rochelle; seconded by Cmsr. Izquierdo to accept the Treasurer's report. Motion approved.

### **Secretary's Report/ Old Business:**

**RESIDENTS:** A new resident moved into apartment 3L. Arrangements have been made with volunteers from Pass it Along to help our residents with light chores on Saturday, May 7, 2016. Earth Angels is scheduling the annual pizza party and will provide a date as soon as possible. Atlantic Health Systems will be facilitating chair yoga every Tuesday and Friday and an educational class every other Tuesday for twelve weeks. Zumba continues to take place every Monday. The Zufall Health, Medical and Dental Office will celebrate its grand opening on Tuesday, April 26<sup>th</sup>. Representatives have left materials on site for resident use.

**BUILDING/GROUNDS:** Proposals for landscaping services have been obtained and are ready for review and award of contract. With the help of resident donations, a new stove was purchased for the community room kitchen. Two new benches were purchased for the front of the building to replace the one damaged by salt. Assistance is needed to carry a bench to the rear of the facility so that a new one can replace it and they match. Resident Association President, Janet Dodd's son helped build a garden bed to replace one that had rotted. The rest need to be replaced as well. Crusaders for Christ, a SCCC club, will be on site on Tuesday, April 12<sup>th</sup> to look at the garden and determine what is needed to finish the work. Quotes were solicited and obtained to make repairs to the wall at the entrance of the parking lot. A contractor has been contacted to initiate the work. Permits have been filed in order to begin the water main work that will take place in the near future. The Town will be milling and paving Liberty Street. As per the shared service agreement, we are investigating the cost to mill and repair the parking lot at the Towers at the same time. After a strong wind storm, additional branches from our neighbor's trees fell in our lot near resident vehicles. Upon a preliminary investigation of the trees, it appears as though one large limb and the majority of one tree should come down in order to protect from future damage in similar storms. Quotes for this work have been solicited. Air Conditioning registration forms have been delivered to residents. A stipend will be paid based on the number of units installed to an outside vendor. Residents have been advised that if they change their mind on the intended start-date and the contractor has to make a special trip to accommodate them, an additional \$50 fee will apply per unit. Residents will be given a

date in advance when the contractor will be on site to do the work. Residents do not need to be home if the unit is made accessible for installation and they clearly indicate which window they would like the unit to go in.

**ADMINISTRATION:** HUD Field Officer, Patrick Morris, visited the agency to review the administration and oversight of the facility. The visit went well. I participated in Fair Housing training facilitated by our attorney, Tracey Goldstein, Esq. and Sharon Field, Enforcement Branch Chief, HUD Office of FHEO. The 2015 Right to Know survey has been completed and filed. An insurance audit will take place next week. The attorney is processing a Notice to Cease on our behalf. The NHA has to re-submit its PHA Plan because the format changed. I plan on submitting a grant proposal for the Resident Opportunities and Self Sufficiency (ROSS) Service Coordinator Program. However, the grant is based on a lottery, meaning if we meet all of the requirements of the grant application, we will be entered into a lottery. If awarded the grant, it would afford the agency with the salary for a social services coordinator for 3 years.

**FINANCE:** The 3<sup>rd</sup> and a majority of the 4<sup>th</sup> floor recertifications have been completed. Based on the outcome and operating subsidy level, there will be an estimated shortfall of at least \$20,000 this year.

**PERSONNEL:** Telesearch employment agency has provided a candidate to begin bookkeeping services Tuesday, April 12<sup>th</sup> upon board approval. Another temporary office assistant will interview later this week for part-time hours until school gets out. Nora will return from college in May and has expressed an interest in returning.

**COMMISSIONER ITEMS:** Annual financial disclosure forms need to be submitted.

**OPEN TO THE PUBLIC** “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.” President of the Resident Association, Janet Dodd, reported that there will be a spaghetti dinner on 4/29. Pat Powers reported that there was a trip to Mohican Sun in Wilkes-Barre on 5/11.

**New Business:** The Board evaluated the proposals for landscaping services and based on a discussion of past performance of both vendors, decided, by resolution, to award the contract to D’Onofrio & Son, Inc Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040 in the amount of \$5,175. Motion made by Cmsr. Leonardo, seconded by Cmsr. Nannery. Motion approved. The Board discussed the need to enter into a contract with TeleSearch Services for the immediate placement of a temporary to permanent bookkeeper, and authorized the addition of a temporary office assistant. Motion made by Cmsr. Nannery, seconded by Cmsr. Leonardo. Motion approved.

**Closed Session:** While on the agenda, closed session was not necessary.

**Adjournment:** There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Rochelle. Motion approved, meeting adjourned at 5:56pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board