

**MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
May 8, 2017**

“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 29, 2016.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, May 15, 2017 in the Community Room at Liberty Towers. The meeting was called to order by Secretary Iozzi at 5:40pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk, Cmsr. Jack Durkin.

Minutes of the March 13, 2017 regular monthly meeting were reviewed. Cmsr. Leonardo pointed out that the minutes should be corrected to remove words that had been accidentally inserted while making the last correction and made a motion to approve them with the correction. Motion was seconded by Cmsr. Rochelle. Motion approved.

Bills for the period 3/8/17-4/3/17 \$32,358.39 for normal operating; \$11,505.34 CFP16. For the period 3/30/17-5/1/17, there was \$69,198.81 normal operating and \$15,402.50 CFP16; totaling \$128,465.04. Motion made by Cmsr. Nannery; seconded by Cmsr. Rochelle to approve payment of bills. Motion approved.

Communications:

Treasurer’s Report: Account balances as of 4/30/17: general ledger balance \$30,686.31; tenant security/escrow \$56,325.10; and \$64,020.58 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$47,570.70 Motion made by Cmsr. Fiedorczyk; seconded by Cmsr. Nannery to accept the Treasurer’s report. Motion approved.

Secretary’s Report/ Old Business:

RESIDENTS: The Center for Prevention will facilitate a 6 week Wellness Initiative starting May 16th. A resident luncheon will be held on Thursday, May 18th at noon. Earth Angels scheduled the annual pizza party on May 30th.

BUILDING/GROUNDS: A proposal for landscaping services was obtained and is ready for review and award of contract. The sidewalk repair work has been completed and grass has been planted. Repairs have been made to a majority of windows. Additional repairs will be made when air conditioners are removed at the end of the cooling season. Another flow test of our sprinkler system was conducted and indicates there is a blockage somewhere in the line from the street to the building. We are awaiting further instruction on the matter. The water softener was repaired to prevent leaking. A new cleaning company has been retained, providing cleaning services 3 days a week at a reduced cost. Further, a tenant has agreed to remove recycling from each floor twice a week and as needed and is compensated with a stipend. The low voltage lights near the front walkway have been removed, as a majority of the strand was damaged. Other options are being explored. Tenants have begun to make donations for flowers to beautify the grounds. The REAC inspection is on Thursday, May 11th.

ADMINISTRATION: As a direct result of budget cuts, NHA staff has continued to develop measures to further streamline our processes and is restructuring our management-style to address market trends in the affordable housing industry.

FINANCE: A draft of the annual audit has been obtained and is ready for review. The agency received no subsidy

PERSONNEL: Nora has returned from college and will assist the office as needed during the summer months. Interviews have been held with part-time maintenance employees to fill in as substitutes when needed and assist with the general upkeep of the premises.

COMMISSIONER ITEMS: Cmsrs. Rochelle and Carr have been reappointed to the Board. Annual financial disclosure forms have been 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. Janet Dodd indicated that tenants had purchased dirt and would be planting flowers.

NEW BUSINESS: The Board reviewed the draft of the annual audit. Now that it has been presented, the Board will adopt an audit resolution and affidavit at the next regular meeting. The Board reviewed a proposal for annual landscaping services. Cmsr. Leonardo made a motion to award the contract to D’Onofrio & Son Landscaping Services, 47 Van Ness Terrace, Maplewood, NJ 07040 in the amount of \$5,500 for the season; seconded by Cmsr. Rochelle. Motion approved.

CLOSED SESSION: A motion to enter closed session in order to discuss personnel changes was made by Cmsr. Nannery, seconded by Cmsr. Rochelle at 6:15 PM. Motion approved. A motion to end closed session was made at 7:10pm by Cmsr. Fiedorczyk, seconded by Cmsr. Leonardo. Motion approved.

ADJOURNMENT: There being no further business, Motion was made by Cmsr. Durkin; seconded by Cmsr. Nannery. Motion approved, meeting adjourned at 7:15pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board