

**MINUTES OF THE MARCH 11, 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 **March 11, 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 *Vice Chairperson Leonardo* at **5:36 PM** and upon roll call the following members were present: Commissioners: Richard Bitondo, Bill Nannery, Barbara Vrahnos & Carole Leonardo. Also present was Interim Executive Director/Secretary-Treasurer W. Paul Rummerfield.

The following Commissioner were excused: Chairperson Fiedorczyk

There were **20** members of the public present.

Vice Chairperson Leonardo 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. Vice-Chairperson Leonardo directed said announcement be entered in the minutes of the meeting.

VISITORS - NONE

BILLS –February, 2019

Commissioner Vrahnos moved to approve the bills list for January, 2019; which motion was seconded by Commissioner Nannery. All were in favor of the motion.

COMMUNICATIONS - None

REPORT OF COMMITTEES - NONE

FINANCE/BANK BALANCES

ADMINISTRATIVE REPORT

Commissioner Nannery made a motion to extend the Shared Services Agreement with the Phillipsburg Housing Authority until final approval from DCA, which was seconded by Commissioner Vrahnos. All were in favor of the motion.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2019

Commissioner Bitondo moved to approve the Minutes of the Regular Meeting of February 11, 2019; which motion was seconded by *Commissioner Nannery*. Upon roll call the motion was as follows:

AYES

Bitondo
Leonardo
Nannery
Vrahnos

NAYS

ABSTAINS

ABSENT

Fiedorczyk

APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF FEBRUARY 11, 2019

Commissioner Bitondo moved to approve the Minutes of the Executive Meeting of February 11, 2019, which motion was seconded by **Commissioner Vrahnos**. Upon roll call the motion was as follows:

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

Executive Director Rummerfield briefly spoke about items on agenda:

- 1) Shared services between Newton & Pburg
- 2) Utilities – did a reverse auction and will save money
- 3) RAD; RFP's came in for attorney, financial advisor and physical needs assessment
- 4) Auditor
- 5) Boiler & heating RFP's

Recerts are underway

REAC Inspection on Tuesday March 12th, 2019

Food Handling License

Cleaning services to start on Monday March 18th, 2019 – there twice a week on Monday and Thursday

Right to Know Survey done

NEW BUSINESS:

RESOLUTION: 2019-4 Approval to Purchase Natural Gas from “Direct Energy”

BE IT RESOLVED, the Board of Commissioners of the *Housing Authority of the Town of Newton* hereby awards the Bid for the Purchase of Natural Gas to “Direct Energy” at the fixed term rate of 0.48504 per therm from **4/1/2019** to **3/31/2020**.

Commissioner Nannery moved to adopt Resolution #: **2019-04**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution

RESOLUTION#: 2019-5- Approval to Purchase Electricity from “Aggressive Energy”

BE IT RESOLVED, *Housing Authority of the Town of Newton Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to Aggressive Energy at a fixed rate of 0.08335 per kwh from **4/1/2019** to **3/31/2020**.

Commissioner Nannery moved to adopt Resolution #: **2019-05**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

RESOLUTION#: 12019-6- Approval of Special RAD Counsel to “DeCotiis, Fitzpatrick, Cole and Giblin”

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Newton* hereby approves the proposal of Legal Services of Special RAD Counsel to “DeCotiis, Fitzpatrick, Cole and Giblin.” at the rate of \$195.00 per hour for Legal Counsel Representation and \$125.00 per hour for Paralegal Services Representation with a maximum rate not to exceed of \$75,000.00.

Commissioner Nannery moved to adopt Resolution #: **2019-06**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

RESOLUTION#: 2019-7- Approval of RAD Financial Advisor to “NW Financial”
BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Newton* hereby approves the proposal of RAD Financial Advisor to “NW Financial” at the rate of \$200.00 per hour.

Commissioner Nannery moved to adopt Resolution #: **2019-07**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

RESOLUTION#: 2019-8 APPROVAL FOR THE RAD PHYSICAL CONDITION ASSESSMENTS

WHEREAS, the *Housing Authority of the town of Newton* has been awarded approval from HUD to convert to RAD, and;

WHEREAS, the process for conversion to RAD includes the completion of an RPCA and energy audit for each complex, and;

WHEREAS, the Authority through a fair and open process competitively solicited proposals for the completion of RPCA’s and energy audits, and;

WHEREAS, 3 responsive proposals were received for the preparation of the reports, and;

WHEREAS, EMG Corp. submitted the lowest competitive proposal in the amount of \$ 10,750.

NOW, THEREFORE BE IT RESOLVED, by the *Commissioners of the Housing Authority of the Town of Newton* awarding an agreement to EMG Corp. for the preparation of RPCA’s in accordance with the request for proposals in the amount of \$10,750.

Commissioner Nannery moved to adopt Resolution #: **2019-08**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

RESOLUTION #: 2019-9 Approval of the appointment of Hymanson, Parnes & Giampaolo as the NHA Auditor

WHEREAS, *Housing Authority of the Town of Newton* hereby advertised for Proposals for “Auditing Services”; and

WHEREAS, *Housing Authority* received a Proposal from “*Hymanson, Parnes & Giampaolo*”; and

WHEREAS, W. Paul Rummerfield, Executive Director recommends awarding the Audit Services to “*Hymanson, Parnes & Giampaolo*”.

NOW THEREFORE BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Newton* hereby awards the Proposal for Audit Services to “*Hymanson, Parnes & Giampaolo*” in the amount of \$6,315 per year for fiscal year January 1, 2019 to December 31, 2019.

Commissioner Nannery moved to adopt Resolution #: **2019-09**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

RESOLUTION #: 2019-10 Approval of Boiler and Heating Maintenance Services proposal to “Magic Touch”

WHEREAS, *the Housing Authority of the Town of Newton* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

Magic Touch Construction
McCloskey Mechanical
Mechanical Preservation Associates

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Newton that after reviewing the above proposals, hereby awards the Boiler & Heating Maintenance Services to “Magic Touch” at the rate of \$96.80 for a mechanic with a 10% markup for parts.

Commissioner Nannery moved to adopt Resolution #: **2019-10**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

RESOLUTION #: 2019-11 Approval to amend the (Pet Policy) of the ACOP & LEASE regarding the declawing of cats

WHEREAS, *Housing Authority of the Town of Newton* desires to amend the (Pet Policy) of the ACOP and lease, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Newton Board of Commissioners* hereby approves the amendments to the Admission and Continued Occupancy Policy – (Pet Policy) & lease wherein cats will no longer be required to be declawed, effective immediately.

Commissioner Nannery moved to adopt Resolution #: **2019-11**, which motion was seconded by **Commissioner Vrahnos**. All were in favor of this resolution.

PUBLIC COMMENT:

One tenant inquired as to when the apartments will be rented.

One inquired about a certain vehicle that is parked in the lot. They asked if the tenant is still in Liberty Towers.

One tenant inquired about the opening of the waiting list.

One tenant inquired about the garbage chutes.

One tenant inquired about the parking lot light.

EXECUTIVE SESSION

Commissioner Bitondo moved to enter Executive Session which motion was seconded by **Commissioner Vrahnos** at **6:01PM**. Upon roll call the motion was unanimous.

Commissioner Nannery moved to exit Executive Session and return to Regular Session, which motion was seconded by **Commissioner Vrahnos** at **6:58PM**. Upon roll call the motion was unanimous.

ADJOURNMENT

There being no further business to come before this Authority, ***Commissioner Bitondo*** moved at the call of ***Vice Chairperson Leonardo*** the meeting be adjourned, which motion was seconded by ***Commissioner Vrahnos***. Upon roll call the motion was unanimous. The meeting was adjourned at **6:59PM**, March 11, 2019.

W. PAUL RUMMERFIELD
Executive Director/Secretary-Treasurer

CAROLE LEONARDO
Vice-Chairperson