

STATE OF NEW JERSEY  
NEWTON HOUSING AUTHORITY  
32 Liberty Street  
Newton, New Jersey 07960

February 8, 2021

(This is a condensed version of the ZOOM virtual and taped minutes of the Regularly Scheduled Monthly Meeting of the Newton Housing Authority Commencing at 5:00 P.M.)

(Please note: Due to technical issues, meeting began at 5:37 P.M.)

**ROLL CALL:**

Present: Chairperson Maria Fiedorczyk  
Vice-Chairman Richard Bitondo  
Commissioner William Nannery  
Commissioner Keith Keoppel  
Commissioner Rick Turdo

Also Present:  
Acting Executive Director William F. Snyder  
Deborah Alvarez, Secretary/Transcriber

**OPEN PUBLIC MEETINGS ACT**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Newton Housing Authority has caused notice of this meeting to be advertised by having the date, time, and place posted on the Newton Housing Authority Website.

In light of the Governor's issuance of Executive Order 107, we have been strongly encouraged to conduct all public meetings subject to the Open Public Meetings Act exclusively using communications equipment (e.g., telephonic conference call-in connections, internet streaming, etc.) for the foreseeable future without providing a physical meeting place. All members of the public may access the meeting (either video or telephone) via "Zoom".

**APPROVAL OF MINUTES OF REGULAR MEETING – DECEMBER 7, 2020**

Motion to approve minutes made by Commissioner Bitondo; 2<sup>nd</sup> by Commissioner Nannery.

VOTE: AYES/All Present Commissioners (5)

### **APPROVAL OF REORGANIZATION MINUTES – DECEMBER 7, 2020**

Motion to approve minutes made by Commissioner Bitondo; 2<sup>nd</sup> by Chairperson Fiedorczyk.

VOTE: AYES/All Present Commissioners (5)

### **EXECUTIVE DIRECTOR'S REPORT & DISCUSSION**

Acting ED Snyder reported he's been here just over a month; Maintenance Man Mike DeJohn has been cleaning up Maintenance Shop, checking inventory, getting supplies from Home Depot, and handling work orders. Phillipsburg said originally they would be here once a week to do 3-4 work orders, but is a lot more than that. Mike comes one day a week and does most of the work orders. Mr. Snyder is getting him some back-up as it is difficult for one person to handle along all the time. Mr. Snyder is also interviewing people right now.

Bookkeeping position being handled by Tom McGuire, Acting Director in Phillipsburg, and has notified that he is unable to continue in that position. ED Snyder has brought in William Katchen, CPA, doing accounting here, who also has a proposal for Streamlined Conversion.

The REACT System, HUD's online secure system – Mr. Snyder is having a problem obtaining access to it, but should get in soon. Phillipsburg has drown down most of NHA's operating subsidy, so money is available.

ED Snyder sent to Commissioners a schematic drawing of building down by architect hired for air-conditioning sleeves for the building. The estimate is several hundred thousand dollars. NHA doesn't have that money and second, is not a good system unless NHA were to supply air-conditioners. ED Snyder recommends, if you go down the path as a streamlined voluntary conversion, there will be the potential for literally doing millions of dollars in rehab work to the building. He would do it then and it would be more comprehensive job done correctly. ED Snyder has spoken with architect and engineer to find out various systems; he is not a proponent of through-wall air-conditioning sleeves because properties he's managed inevitably they've become a problem with air infiltration and leaks into building; you correct one problem and create another one.

Bids received for gas and electricity; Resolutions handled by Phillipsburg (Tom McGuire) and on Agenda this evening.

First big snowstorm in several years occurred; snow over 30" in Newton and snow plower did a good job. Problem was with tenants plowing out their own cars and Mr. Snyder will try to work out a new plan for new residents; does not want to supply shovels and then someone has a heart attack shoveling out their car. Some were using their own pick-up trucks to load snow. Mr. Snyder has spoken with plowing contractor about residents moving their cars, he removes all snow at that point.

Covid testing was done at the building; 60+ people were tested; same company ED Snyder has used at other facilities.

Regarding streamlined conversion and roof on the building. ED Snyder received call today re: roof leak is leaking in Keith's apartment, onto his bed and now a mess. Mr. Snyder got a roofer to come to building, shoveled snow away from over his apartment, but couldn't find leak; did notice, however, that under the membrane – roof is a PDM (rubber roof) was wet, but could tell where water is coming in. As soon as snow is low enough or off roof, they'll come back and try to pinpoint leak. Proposal that ED Snyder gave to you Commissioners before he was actually contracted, he likes preventive maintenance schedule and has spoken to roofer about this. Mr. Snyder wants them to give a price to do inspection on roof, done once a year in springtime, and provide a report, telling you all areas that have potential for leaking. Age of this roof is unknown, but on a rubber roof, which has seams, like an old inner tube. Those seams are welded together with an adhesive and many times come apart around any extrusions on roof (vents, waistlines). Roofer would give Mr. Snyder a report, have them fix it when weather is nice, so in a bad winter there is no worry about roof leaking.

ED Snyder sent notice out to all residents on 2<sup>nd</sup> floor, as they are due for annual rent recertification; gathering now income information. He will take files with income information and work on getting 2<sup>nd</sup> floor tenants recertified. Also he will send out notices for 3<sup>rd</sup> floor, so that people can begin to bring in their income information to make sure annual recertification is done on time. First set of leases that come due, are being done in January and are for April 1<sup>st</sup>.

A new resident is moving in, Joyce Franklin. Mr. Snyder will meet with her Wednesday and calculating her rent and Ms. Franklin has accepted empty apartment that is available.

During snowstorm maintenance man and Joan contacted ED Snyder indicating that one of the elevators had water leaking into it. It was shut down and it turns out there is a vent on stairwell (elevator penthouse) that is close to roof and snow was so high, it exceeded this vent; water melted, coming through vent and dripping down on elevator, coming into car. ED Snyder spoke with elevator company about potential fabricating some type of sheet metal enclosure with vent on top so water cannot get in unless snow is really high. Before this can be done, he will check with elevator inspector to make sure it's acceptable and meets required codes.

Commissioner Turdo asked wasn't Joyce a resident before? Mr. Snyder said yes, she was a Tenant Commissioner at one time. Chairperson Fiedorczyk added Joyce had some health issues and moved in with her daughter, but now doing better and wanted to come back. He asked if Joyce would want to be on Board again. Chairperson Fiedorczyk said Commissioner Keoppel is now Resident Commissioner. Commissioner Bitondo said she could fill one of the other openings. Chairperson Fiedorczyk said after Joyce is settled in, perhaps they could have a discussion. Commissioner Bitondo asked if there were other Commissioner candidates. Chairperson Fiedorczyk noted Joyce's daughter was interested in becoming a Commissioner, other than that, no one else at the moment.

Commissioner Bitondo asked if parking lot up top large enough to accommodate all vehicles prior to a major snowfall, so then lower parking lot could be done and cars moved there; then upper parking lot done last? ED Snyder said that's what he's working on or if cars line up on street, where he would notify residents that snowplowing contractor is coming back at a certain time, have your cars out, he'll push snow out of their spots – go up top or wherever cars can be parked until plowing done. Commissioner Bitondo said street would be a problem as it's a main thoroughfare. Commissioner Turdo asked if there was enough room for a loader to pile the snow down there. ED Snyder said yes, but there are cars parked there at night and they'd have to be moved. ED Snyder noted it was an unusual amount of snow and no place to put the snow. Should it happen again, Mr. Snyder would pay to have it loaded out of there. Commissioner Bitondo said a plan should be in place for any significant snowfall, for cars to be relocated to a particular location and relocated back to parking lot that's plowed.

## **NEW BUSINESS**

ED Snyder looked at NHA's Transfer Policy, and have an Admission Continued Occupancy Policy, as do all housing authorities; stating how you get on waiting list, calculate income, how many people are able to live in a studio, one-bedroom and also Transfer Policy, as there are instances – perhaps a major leak where a tenant has to be moved out – Housing Authority transfer because work needs to be done in that apartment – Transfer for Convenience where tenants don't like unit that they're in or NHA's situation, where many people move into studio/zero bedroom and they want a 1-bedroom. NHA does have a policy, but there are other items ED Snyder needs to get to. At some point he will draft something up, give a presentation to Commissioners on current policy, and things he looked at quickly are preferences. NHA has ability to adopt local preferences: a residency and there is point system in computerized programs that you have for a waiting list. If someone lives in South Jersey and they applied at same time as somebody from Newton and 6 months from now someone from Newton applied, Newton person would go ahead of them. That's discretion that you have. Your waiting list now has changed to Sussex County, because NHA was having hard time getting people. It should be gone over because many Authorities have preference for veterans; ED Snyder wants to discuss it so everyone understands what you have and how you've accepted people from waiting list and to make sure it meets

your local needs of Newton, because policies can be designed to take care of as many Newton residents as possible.

He will also do an update on Transfer Policy and Commissioners can decide whether or not you want to make a change or want to keep it the way it is. Problem with transfers – and ED Snyder doesn't like them – they can get expensive. Two apartments are vacant; 2 people want to transfer. Now we have 4 vacancies; those units have to be prepared for new tenants moving in, meaning painting 4 apartments, fixing flooring, etc. ED Snyder has also seen where people move into a building in a zero bedroom. A month from now they're sending a letter saying they want to be on Transfer list because they want 1-bedroom. They have the ability to jump list because they came in at zero bedroom and oftentimes people want 1-bedroom; turn down zero, so they get the one. Many issues that Mr. Snyder has to quantify and bring to attention of Commissioners. Nothing wrong with transfers. He has had authorities where to avoid that, they have a policy that says you have to be a resident in building for 5 year or 3 before you are able to ask for a transfer, because some like to jump. They might ask for a transfer and in some policies they require that person moving into unit they've selected, they're responsible for cost of painting and you only fix apartment for new person. If there are multiple vacancies and people moving around, it could get costly. ED Snyder just wants to bring it to Commissioners' attention and then you decide what direction you want to go; he will rewrite it and Commissioners' adopt it; presenting to Commissioners all their options to avoid pitfalls.

Chairperson Fiedorczyk said they've discussed it a few times and never something they wanted to get into, but willing to look at it again and see if there's a far and better way to do it.

Commissioner Bitondo asked if there were any vacancies now. Chairperson Fiedorczyk and ED Snyder said all were just filled. Commissioner Keoppel asked if 5C was still open. ED Snyder asked if it was where Joyce Franklin was moving into. Chairperson Fiedorczyk said no, it is 2B; no one is moving into 5. ED Snyder stated he didn't even know it was available. He will speak with Joan on Wednesday to get next person on the list. Commissioner Turdo requested of Commissioners when ED Snyder sends all Commissioners an email – informational or meeting packet – **do not respond to "Reply All"** – just to Mr. Snyder only otherwise they can constitute a violation of Open Public Meetings Act. He mentioned it as Commissioner Keoppel is new to Board; so members never come under suspicion for meeting illegally. Everyone agreed.

## **RESOLUTIONS #2021-1 ADOPTION OF 2021 BUDGET**

Chairperson Fiedorczyk asked for a motion.

Motion to approve made by Commissioner Nannery; 2<sup>nd</sup> by Commissioner Bitondo.

ED Snyder explained State of New Jersey requires that NHA submit budget to them 60-days before end of Fiscal Year, which you did, for Introduction. It went in, budget came

back, approved by Department of Community Affairs. Once it comes back, next step is to adopt budget. There are no changes. Budget has got \$637,309 in revenues; \$525,700 in expenses or appropriations. There's no need to use any fund balance in reserve – a conservative budget. NHA is a small authority.

**RESOLUTION #2021-1 – ADOPTION OF 2021 BUDGET  
FISCAL YEAR: FROM JANUARY 1, 2021 TO: DECEMBER 31, 2021**

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Authority for the fiscal year beginning January 1<sup>st</sup>, 2021 and ending December 31<sup>st</sup>, 2021 has been presented for adoption before the governing body of the Newton Authority at its open public meeting of February 8<sup>th</sup>, 2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$637,309, Total Appropriations, including any Accumulated Deficit, if any, of \$525,700 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$200,000 and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Newton Authority, at an open public meeting held on February 8<sup>th</sup>, 2021 that the Annual Budget and Capital budget/Program of the Newton Authority for the fiscal year beginning, January 1<sup>st</sup>, 2021 and, ending, December 31<sup>st</sup>, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

|                   |                               |     |
|-------------------|-------------------------------|-----|
| <b>ROLL CALL:</b> | Chairperson Fiedorczyk        | Yes |
|                   | Vice-Chairman Richard Bitondo | Yes |
|                   | Commissioner William Nannery  | Yes |
|                   | Commissioner Rick Turdo       | Yes |
|                   | Commissioner Keith Keoppel    | Yes |

**RESOLUTION #2021-2 – APPROVAL OF NATURAL GAS BID**

Motion to approve made by Commissioner Bitondo; 2<sup>nd</sup> by Commissioner Nannery.

ED Snyder said bid put out by Phillipsburg/Tom McGuire. Mr. Snyder not certain if this was done annual or every few years. Only one bid receive – Woodruff Energy – for natural gas at 0.437 per therm, which is less than existing utility company for a period of April 1<sup>st</sup>, 2021 to 3/31/2022 – one year period. Third-party suppliers like to sell this – giving you budget certainties. Should there be a spike in natural gas, NHA is locked into this rate for the year. It hasn't happened lately, but years ago New Jersey was in a situation where price of natural gas was up and down; hasn't occurred in a long time because of fracking. Benefit is you have the budget certainty, but if cost goes down you're paying 0.437, less than what local gas companies are currently charging in this month.

RESOLUTION #2021-2 – APPROVAL OF NATURAL GAS BID

WHEREAS, the Newton housing Authority (NHA) has need for natural gas at 32 Liberty Street, Newton, New Jersey; and

WHEREAS, the Town of Newton utility supplier for natural gas is Elizabethtown Gas; and

WHEREAS, the NHA has issued a formal Request for Bids from 3<sup>rd</sup> party suppliers of natural gas and received bids on February 3<sup>rd</sup>, 2021 at 11:30 AM; and

WHEREAS, the NHA received one (1) bid in response to its Request for Bids (RFB) which as submitted by Woodruff Energy; and

WHEREAS, the bid has been reviewed by the Interim Executive Director, who is recommending that the bid be awarded to Woodruff Energy; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for natural gas be awarded to:

Woodruff Energy                      73 Water Street                      P.O. Box 777                      Bridgeton, NJ 08302

|            |                        |     |
|------------|------------------------|-----|
| ROLL CALL: | Chairperson Fiedorczyk | Yes |
|            | Commissioner Bitondo   | Yes |
|            | Commissioner Nannery   | Yes |
|            | Commissioner Turdo     | Yes |
|            | Commissioner Keoppel   | Yes |

**RESOLUTION #2021-3 – APPROVAL CONTRACT FOR ELECTRICITY**

Motion to approve made by Chairperson Fiedorczyk; 2<sup>nd</sup> by Commissioner Turdo.

ED Snyder noted electric price is less than NHA currently paying, but slightly more than what was locked in last year. Commissioner Bitondo added there were quotes from 6 electric supply companies, showing price per KWH and overall budgeted electricity based upon the per KWH price. Indra Energy provided multiple quotes and was the lowest quote.

WHEREAS, the Newton housing Authority (NHA) has need for electricity at 32 Liberty Street, Newton, New Jersey; and

WHEREAS, the Town of Newton utility supplier for electricity is New Jersey Central Power & Light; and

WHEREAS, the NHA has issued a formal Request or Bids from 3<sup>rd</sup> party suppliers of electricity and received bids on January 27<sup>th</sup>, 2021 at 11:30 AM; and

WHEREAS, the HNA received one (1) bid in response to its Request for Bids (RFB) which was submitted by Indra Energy; and

WHEREAS, the bid has been reviewed by the interim Executive Director who is recommending that the bid be awarded to Indra Energy; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for electricity be awarded to:

Indra Energy                      1515 Market Street                      Philadelphia, PA 19102

In the amount of 0.0874 per kilowatt; and

BE IT FURTHER RESOLVED that the term of this contract shall be 4/1/21 to 3/31/22.

|            |                        |     |
|------------|------------------------|-----|
| ROLL CALL: | Chairperson Fiedorczyk | Yes |
|            | Commissioner Bitondo   | Yes |
|            | Commissioner Nannery   | Yes |
|            | Commissioner Turdo     | Yes |
|            | Commissioner Keoppel   | Yes |

**RESOLUTION #2021-4 – APPROVAL OF CONTRACT FOR Streamline Voluntary Conversion (SVC) Consultant**

Motion to approve made by Commissioner Bitondo; 2<sup>nd</sup> by Commissioner Nannery.

ED Snyder explained NHA went out for consultants to do Streamline Voluntary Conversion when you went out for Interim Executive Director Services. Phillipsburg sent Mr. Snyder two proposals that you received. In New Jersey, it is required with Professional Services to rate them. ED Snyder did a rating sheet included in Commissioners' agenda; rating William Katchen highest based upon his experience. Mr. Katchen has worked on many RAD deals, similar to SVC; has a great deal of experience. John Clark is still a full-time director in New Brunswick Housing Authority and does this on the side and does not have experience of Mr. Katchen. Mr. Clark is competent enough to do it, but Mr. Katchen's price slightly lower and can get job done.

In looking at Resolution #2021-4, ED Snyder added a disclosure because in middle of all this, Tom McGuire from Phillipsburg told Mr. Snyder he'll continue on, but because of all work he's now doing there – full-time director there, he's not going to continue doing this. Mr. Snyder's first thought was Mr. Katchen as he does accounting for housing authorities all over New Jersey. NHA has an accounting firm – Policari & Company. This is to do background bookkeeping work, putting information into computer system, developing monthly check run, making sure receipts and disbursements are up to date, posted to General Ledger and all given to accountant. Mr. Katchen would produce all the checks, same as Mr. McGuire now; and send to NHA. Mr. Katchen working for Execu-Tech now doing accounting, Mr. Snyder doesn't perceive it as a conflict of interest; one contract has nothing to do with the other. Mr. Snyder would interface with him getting Streamline Conversion completed. In interest of transparency, ED Snyder wants everyone to know what's going on. There are 85-86 housing authorities in New Jersey and ED Snyder has worked for probably half of them.

Commissioner Bitondo would like to ask NHA attorney if there was any conflict of interest. ED Snyder had spoken with Chairperson Fiedorczyk about it. He asked if NHA has attorney on retainer or just able to ask Tracey Goldstein, Esq. Commissioner Bitondo thought resolution could be approved pending okay by Ms. Goldstein, including a contingency in Resolution for attorney review and approval. ED Snyder thought it was a great idea. Chairperson Fiedorczyk said NHA doesn't have an attorney on retainer, just using Ms. Goldstein as needed.

Motion for revised Resolution #2021-4 including contingency of Attorney review and approval made by Chairperson Fiedorczyk; 2<sup>nd</sup> by Commissioner Keoppel.

## **RESOLUTION #2021-5 – APPROVAL OF CONTRACT FOR SVC CONSULTANT**

WHEREAS, the Newton Housing Authority (NHA) is considering repositioning its public housing under HUD's Section 22 program for Streamlined Voluntary Conversion; and

WHEREAS, the NHA has published a formal Request for Proposals in order to secure a competent and reputable consultant in order to investigate and pursue conversion of its public housing stock to Section 8 Project-Based Vouchers; and

WHEREAS, the NHA received proposals on December 29<sup>th</sup>, 2020 at 2:30 PM and received two (2) proposals in response to its Request for Proposals; and



WHEREAS, the Board of Commissioners of the Newton housing Authority has requested their interim Executive Director to evaluate the proposals and make a recommendation on the award of the contract; and

WHEREAS, the interim Executive Director has reviewed the proposals and is prepared to recommend that the contract be awarded to the highest rated proposal submitted by William Katchen, CPA; NOW THEREFORE

BE IT RESOLVED by the Board of commissioners that a contract for Streamlined Voluntary Conversion (SVC) be awarded to

William Katchen, CPA            596 Anderson Avenue            Cliffside Park, New Jersey 07010

With a rating of 100 and a price of \$35,000 (\$175/per hour)

BE IT FURTHER RESOLVED that the interim Executive Director hereby discloses that the firm of William Katchen will also be handling the Newton Housing Authority's bookkeeping function for Execu-Tech as a replacement for Thomas McGuire.

\*\*FURTHERMORE, Addendum to Resolution #2021-4 added during meeting that: Resolution #2021-4 would include contingency of Attorney review and approval.

|            |                        |                     |
|------------|------------------------|---------------------|
| ROLL CALL: | Chairperson Fiedorczyk | Yes                 |
|            | Commissioner Bitondo   | Yes                 |
|            | Commissioner Nannery   | Yes                 |
|            | Commissioner Turdo     | (left Zoom meeting) |
|            | Commissioner Keoppel   | Yes                 |

## **RESOLUTION #2021-5 – APPROVAL OF BILL LISTS FOR DECEMBER 2020/JANUARY 2021**

Motion to approve made by Commissioner Bitondo; 2<sup>nd</sup> by Chairperson Fiedorczyk.

WHEREAS, in the course of administering the operations of the Newton Housing Authority, expenses are incurred, and

WHEREAS, it is necessary to pay invoices on a monthly basis after being presented to the Board of Commissioners; NOW, THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority, as follows:

1. That the attached list of bills for December 2020 in the amount of \$57,774.23 be approved for payment.
2. That the attached list of bills for January 2021 in the amount of \$24,453.42 be approved for payment.
3. That the proper officers of the Authority be authorized to pay all items on the list of invoices.
4. That this Resolution shall take effect immediately.

Commissioner Bitondo wanted to know who is contractor for elevator service – Current or Standard or both. ED Snyder said his understanding is that NHA is still under contract with Standard for a while. Mr. Snyder is collecting contractor information, but needs to find out exactly where they are; term of contracts so when NHA needs to go out to bid, he will know RFP is approaching and go out at right time. Elevator looks to be \$3,000/month; if over \$17,500 bids need to go out.

Chairperson Fiedorczyk confirmed it is Standard, but NHA had an issue with dirty oil and Paul called Current back in as Current had replaced some type of reservoir already and Standard wanted NHA to replace it again. Technically, contract is with Standard.

ED Snyder said they did respond regarding issue with rain coming into elevator car. It doesn't make sense at this point to terminate contract, but when bids go out; their past record will be reviewed. He will speak with Current, a local elevator vendor, or have Ms. Goldstein take a look at it and reject their bid on basis of what they did. ED Snyder was

shown photos of sludge that Paul shared with him; it was not being properly maintained. Commissioner Bitondo asked if it was documented. ED Snyder will get photos from Paul and put in file.

|            |                        |     |
|------------|------------------------|-----|
| ROLL CALL: | Chairperson Fiedorczyk | Yes |
|            | Commissioner Bitondo   | Yes |
|            | Commissioner Nannery   | Yes |
|            | Commissioner Turdo     | --- |
|            | Commissioner Keoppel   | Yes |

#### MEMBERS OF THE PUBLIC

It was noted Joan was in attendance with Commissioner Keoppel.

#### MISCELLANEOUS

Commissioner Bitondo discussed 24/7 availability of maintenance, there is additional charge from Execu-Tech. NHA should look for or approve an amended contract to include that as 24/7 charge was overlooked and should be included in revised contract. ED Snyder agreed. When he submitted his proposal and developing the bill for month of January, he noticed there was no fee in there for on-call service and it is fairly standard. Fee is \$200/week for maintenance man as he has to be there 24/7 and respond to any calls. Just for fact he must stay in area 24/7, additional compensation is provided. It was not in ED Snyder's proposal, which has not been signed yet, but he will incorporate it into his existing contract, and should be memorialized and put in minutes that Board is approving it. It is \$200 for the week -- \$800 a month. Chairperson Fiedorczyk asked if it would be available at next meeting. ED Snyder said contract can be approved with that change. Make motion, second and bill already submitted with that amount in there.

ED Snyder dictated: RESOLUTION will state "That the original contract approved by Execu-Tech did not contain a fee for on-call service and the Board of Commissioners of Newton Housing Authority is approving \$200/week to be added to Execu-Tech proposal and billed on a monthly basis for the maintenance on-call service 24/7. Contract will be revised accordingly and signed by Chairperson."

Motion to approve made by Commissioner Bitondo; 2<sup>nd</sup> by Commissioner Keoppel.

|            |                        |     |
|------------|------------------------|-----|
| ROLL CALL: | Chairperson Fiedorczyk | Yes |
|            | Commissioner Bitondo   | Yes |
|            | Commissioner Nannery   | Yes |
|            | Commissioner Turdo     | --- |
|            | Commissioner Keoppel   | Yes |

Chairperson Fiedorczyk asked Commissioner Bitondo if one of them has to sign off on ED Snyder's invoice, so he can submit it in for payment. Commissioner Bitondo said

no, as usually they approve bill list after checks have been issued; not any different from what has normally been done, although at some point in time he'd like it if bills are approved and then checks issued after approval; the way it should be. It will be worked on down the road.

#### ADJOURNMENT

Motion to adjourn made by Chairperson Fiedorczyk; 2<sup>nd</sup> by Commissioner Nannery.

VOTE: AYES/All Present Commissioners (4)

Absent: Turdo

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber