

NEWTON HOUSING AUTHORITY

AGENDA

Date: Monday, June 28th, 2021

Time: 5:00 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

2. ROLL CALL

Chairperson: Maria Fiedorczyk

Vice-Chairman: Richard Bitondo

Commissioners: William Nannery

Rick Turdo

Keith Keoppel

3. ANNOUCEMENT OF OPEN MEETINGS ACT

Adequate notice of this meeting has been provided by the filing of a revised Annual Meeting Notice with Municipal Clerk, posting on the official bulletin board and delivery of same to the Herald News and Star Ledger on June 23, 2021. 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 meetings 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.

4. APPROVAL OF THE MINUTES OF THE REGULAR MEETINGS OF MAY 21ST, 2021

5. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

- a. Transfer Policy
- b. Income Recertifications Status
- c. Part-time employee status-Job Description
- d. New Copy Machine

6. OLD BUSINESS

7. NEW BUSINESS

8. RESOLUTIONS

RESOLUTION #2021-9, Approval of Bill List for the month of May 2021

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

WHEREAS, it is necessary to pay invoices monthly 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 May 2021 in the amount of \$47,404.61 be approved for payment.
2. That the proper officers of the Authority be authorized to pay all items on the list of invoices.
3. That this Resolution shall take effect immediately.

RESOLUTION #2021-10, Transfer Policy Revisions

WHEREAS, the Newton Housing Authority (NHA) administers an 80 unit public housing project at 32 Liberty Street, Newton, New Jersey (Liberty Towers); and

WHEREAS, the NHA is required to adopt an Admission & Continued Occupancy Policy (ACOP) which has been submitted to the U.S. Department of Housing & Urban Development for approval on August 15th 2017; and

WHEREAS, the ACOP has provisions for residents to transfer between apartment in Chapter 12 of the policy; and

WHEREAS, the Housing Authority has been holding back making resident requested transfers due to COVID 19 and the additional administrative burden and expense associated with transfers; and

WHEREAS, several residents have inquired about making a transfer to a different unit for their convenience; and

WHEREAS, the Board of Commissioners have requested the Executive Director to suggest revisions to the Transfer Policy to make it administratively simple, fair, equitable & cost effective to the Housing Authority; and

WHEREAS, the Executive Director has proposed several revisions to the Transfer Policy for their consideration: NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the following revisions to the transfer policy are hereby approved:

- 1) A Time Limit of 2 years before a new resident can request a “transfer for convenience.”
- 2) The resident’s current unit must pass an inspection prior to moving to a new unit.
- 3) The resident must be in good standing to be considered for a transfer (no lease violations)
- 4) There will be a limit of 1 transfer for every 4 vacant units.
- 5) The resident will be responsible for the costs associated with transferring (unit painting, & cleaning).
- 6) All residents will be limited to 1 transfer for convenience.

BE IT FURTHER RESOLVED that these Transfer Policy changed shall only become effective after formal resident notification and a 45-day comment period.

9. PUBLIC COMMENTS

10. EXECUTIVE SESSION

11. ADJOURNMENT

Attachments:

- 1) Job Description-Admin. Asst.**
- 2) Bill List**
- 3) Copy Machine Proposal**
- 4) Financial Report (4/30/21)**
- 5) Amended Annual Meeting Notice**
- 6) Roto Rooter Proposal to clean waste lines-\$5,350.00**

**STATE OF NEW JERSEY
NEWTON HOUSING AUTHORITY**

32 Liberty Street
Newton, New Jersey 07960

May 24, 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 5:04 P.M.)

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".

ROLL CALL:

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

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

Excused: Commissioner Rick Turdo

APPROVAL OF MINUTES OF REGULAR MEETING – April 12, 2021

Motion to approve minutes made by Commissioner Keoppel; 2nd by Commissioner Bitondo.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Bitondo	Yes
	Commissioner Nannery	Yes
	Commissioner Keoppel	Yes
	Commissioner Turdo	Excused

Commissioner Bitondo suggested Agenda #5 be deleted from further agendas as it is redundant and in Resolution approving bill list for each month. He also requested "Old Business" be added on Agenda before "New Business".

ADMINISTRATIVE REPORT – Executive Director’s Report & Discussion

- a. Transfer Policy – ED Snyder asked Commissioners how they would like him to proceed. There was unwritten policy regarding no transfers when Phillipsburg was involved. Discussion regarding people accepting studio apartment to get into NHA, then deciding studio too small and asking for transfer to 1-bedroom –transfer for convenience. Commissioner Bitondo asked how much time is needed to get ball rolling; 45 days with 30 days more to implement. ED Snyder will revisit transfer policy, have proposal by next meeting; then approval by Commissioners and implement in August. NHA has no July meeting, but one in August. Commissioner Bitondo said put it on hold; 45 day review and implement in September. A time limit should be imposed regarding how long tenant has lived in building before request made, as it involves preparing 2 units and is expensive.
- b. Question of when NHA will have in-person meetings. Commissioner Keoppel said all Commissioners and most tenants vaccinated. Discussion as to when – June was good with everyone and Community Room was selected as site. Masks to be worn and 6’ social distance. Usually 20 people attend. Meeting date is Monday, **June 14th**. Governor Murphy has mandated that after this coming Friday, no masks have to be worn indoors. Many tenants might attend to learn about transfer policy.
- c. Hair Salon – open now; rent paid; proper insurance coverage; not too many tenant customers yet.
- d. Income Recertifications will begin in the fall.
- e. Vacancies – there are 2 available apartments which are being painted and flooring is being done.
- f. Part-time employee status – ED Snyder had a program on his computer that entailed job descriptions, but it has disappeared. He has not created a job description yet, but hopes to work on it soon.

An event was held outside Sunday at NHA with 40 plus in attendance. People received box lunches; Gina Jones, a lovely singer, entertained the audience; 2 residents enjoyed dancing. Hopefully, it will be done again towards end of summer.

Weather cooperated and Commissioner Keoppel reported everyone had a good time.

Commissioner Keoppel thanked ED Snyder for sending email out via Joan, the formal **No Smoking Policy** to all tenants. Tenants had previously been told there was a **no smoking policy** but never received formal one HUD released. Commissioner Keoppel lives on 5th floor; someone said there was a smoker there, but in walking the hallway, Commissioner Keoppel didn't smell cigarette smoke.

OLD BUSINESS

Commissioner Bitondo asked about status of NHA budget and improvements to NHA website. ED Snyder said budget is sent quarterly to State of N.J. as per State's requirements. It is budget to actuals. He has spoken with Mario. Commissioner Bitondo noted minutes and agendas are all up to date on website.

ED Snyder spoke with IT person at Phillipsburg re: Century Link and problems with in-house phone number. He has spent 90 minutes in 1 phone call trying to correct problem. Commissioner Bitondo suggested just changing phone number.

NEW BUSINESS

Wendy Vanderboss (ph.) has indicated interest in becoming a NHA Commissioner; filled out an application on Town website. Karen Crossley (ph.), a member of Rec Commissioner is also interested in becoming a Commissioner on NHA, but doesn't know if that would be a conflict of interest. ED Snyder said she should fill out an application. Commissioner Bitondo made an appeal for Commissioners at Newton Chamber of Commerce meeting. Chairperson Fiedorczyk said a Resident Commissioner is needed.

RESOLUTIONS

RESOLUTION #2021-7 – APPROVAL OF BILL LIST FOR MONTH OF APRIL 2021

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

WHEREAS, it is necessary to pay invoices monthly 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 April 2021 in the amount of \$56,579.33 be approved for payment.

2. That the proper officers of the Authority be authorized to pay all items on the list of invoices.
3. That this Resolution shall take effect immediately.

Motion to approve payment of bills made by Commissioner Nannery; 2nd by Chairperson Fiedorczyk.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Bitondo	Yes
	Commissioner Nannery	Yes
	Commissioner Keoppel	Yes
	Commissioner Turdo	Excused

Chairperson Fiedorczyk asked about Rotor Rooter invoice. ED Snyder said there was a problem with drains and sinks, many were backing up. Newer toilet (fancy) bowls were a problem; standard toilets will be purchased now. Commissioner Bitondo asked about Orange City Paving; ED Snyder explained.

RESOLUTION #2021-8 – APPROVAL OF EXECUTIVE DIRECTOR CONTRACT FOR 12 MONTHS

WHEREAS, the Newton Housing Authority (NHA) has previously entered into a contract with Execu-Tech, Inc. to provide Executive Director and other related management functions to the Housing Authority; and

WHEREAS, the same terms and conditions stipulated in the original short-term contract shall apply to the contract extension; and

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Newton that the contract with Execu-Tech, Inc. shall be extended for 12 months commencing on June 1st, 2021 and expiring on May 31, 2022.

Discussion about 30-day notice and is contract under Professional Services – 1 year in length. ED Snyder said Professional Services are for 2 year contract. He wasn't sure if it had to be bid and will look into it and RFPs. Commissioner Keoppel said make it the easiest way to handle and Commissioner Bitondo said make it as long as possible without conflicts. Commissioner Bitondo asked about termination on NHA's part; without cause and is it 30 days. ED Snyder said yes, correct, there is option of 30 days. This will be June 1st to May 31st.

Motion to approve made by Commissioner Bitondo; 2nd by Commissioner Keoppel.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Bitondo	Yes
	Commissioner Nannery	Yes
	Commissioner Keoppel	Yes

Commissioner Turdo

Excused

MISCELLANEOUS

ED Snyder spoke of hiring a part-time person for help in the office. Joan, almost a Building Manager, calls Mr. Snyder every day and leaves lists for his in-office time on Wednesdays. Joan keeps everything straight, running and is good with tenants. In no way do they want Joan to be “pushed out” when a new person is hired.

Commissioner Bitondo requested for clarity that a particular sentence in Resolution #2021-8 be omitted, which was done by Secretary immediately.

ADJOURNMENT

Motion to adjourn meeting made by Commissioner Keoppel; 2nd by Commissioner Bitondo.

VOTE: AYES/All Present Commissioners (4)

Excused: Turdo

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber
Cell: 201-803-3675

Newton Housing Authority Job Description

Job Title: Administrative Assistant

Department: Administration

Reports To:

FLSA Status:

Prepared By: William F. Snyder

Prepared Date:

Approved By:

Approved Date:

Summary: Schedules appointments, gives information to callers, residents, members of the public, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Handle residents issues and refer important items to the Executive Director to be addressed.

Composes and types routine correspondence as Directed by the Executive Director

Organizes and maintains file system, and files correspondence and other records.

Answers and screens telephone calls, and takes detailed messages.

Coordinates the Executive Director's schedule and makes appointments.

Greets scheduled visitors and refers to appropriate area or person.

Coordinates and helps arrange meetings, distribute agendas, reserves and prepares facilities, and setups for meetings.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

Handles day to day issues in the absence of the Executive Director and relays important issues to the Director

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Uses intuition and experience to complement data.

Design - Generates creative solutions; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional situations; Responds promptly to resident and members of the public needs; Solicits feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions .

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Displays original thinking and creativity; Generates suggestions for improving work.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

No skills needed

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of PHAweb Database software; Inventory software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

None Required

Other Skills and Abilities

Ability to communicate with an elderly & disabled population with patience and compassion.

Must have good communication skills.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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Newton Housing Authority Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 6/1/2021 Thru: 6/30/2021, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
ABCode Security Inc.	22-2767714	PO Box 828 Newton NJ 07860	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12396	CHK	R33236	Abcode Security - Ma	06/21	Abcode Security - May2	\$275.00		
			P11399	Abcode Security - Fire	06/21	Abcode Security - Fire	\$188.00		
			P11431	Abcode Security - Star	06/21	Abcode Security - Starli	\$450.00		\$913.00
Totals For Vendor: ABCode Security Inc.									\$913.00
Ace Walco	22-1963265	138 E Edgar Rd PO Box 4130 Linden NJ 07036	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12397	CHK	1151909	Ace Walco - 3 Invoice	06/21	Ace Walco - 3 Invoices	\$640.00		\$640.00
Totals For Vendor: Ace Walco									\$640.00
Chelbus Cleaning Company, Inc.		275 Newton Sparta Road Newton NJ 07860	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12398	CHK	70232	Chelbus - May Buildin	06/21	Chelbus - May Building	\$570.00		\$570.00
Totals For Vendor: Chelbus Cleaning Company, Inc.									\$570.00
Consolidated Fire Protection	04-3660096	99 Quaker Church Rd Randolph NJ 07869	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12399	CHK	92778	Consolidated Fire Sys	06/21	Consolidated Fire Syste	\$239.50		\$239.50
Totals For Vendor: Consolidated Fire Protection									\$239.50
Culligan Tri County Water		8 Station Rd Sparta NJ 07871	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12400	CHK	534541	Culligan - 5/13/2021	06/21	Culligan - 5/13/2021	\$151.24		
			May - 533481	Culligan - 4/1/2021	06/21	Culligan - 4/1/2021	\$121.99		\$273.23
Totals For Vendor: Culligan Tri County Water									\$273.23
Elizabethtown Gas		PO Box 6031 Bellmawr NJ 08099	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12401	CHK	April-May 7938671309	Elizabeth Gas - 4/5/21 -5/4/21	06/21	Elizabeth Gas - 4/5/21-5/4/21	\$5,646.47		\$5,646.47
Totals For Vendor: Elizabethtown Gas									\$5,646.47
Execu-Tech	22-3425296	20 Marin Lane Manahawkin NJ 08050	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12402	CHK	4-21	Execu-tech - #4-21	06/21	Execu-tech - #4-21	\$10,403.71		\$10,403.71
Totals For Vendor: Execu-Tech									\$10,403.71
Hartford Steam Boiler		21045 Network Place Chicago IL 60673	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12403	CHK	1243018	Hartford Steam Boiler	06/21	Hartford Steam Boiler -	\$550.00		\$550.00
Totals For Vendor: Hartford Steam Boiler									\$550.00
Home Depot Credit Services		Dept 32-2500243112 PO Box 78047 Phoenix AZ 85062-8047	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12404	CHK	6035322538 841606 May2021	Home Depot - Misc Materials	06/21	Home Depot - Misc Materials	\$884.02		\$884.02
Totals For Vendor: Home Depot Credit Services									\$884.02

Newton Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 6/1/2021 Thru: 6/30/2021, 3) Program: Public Housing

Check Name	SSN / TIN	Check Address	Print 1099						
JCP&L		PO Box 3687 Akron OH 44309-3687	No						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12405	CHK	May - 1000023633 54	JCPL - Electric 4/24-5/25	06/21	JCPL - Electric 4/24-5/25	\$6,631.09		\$6,631.09
Totals For Vendor: JCP&L									\$6,631.09
Jennie Switzer	148-03-4867	32 Liberty Street Unit: 3R Newton NJ 07860	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12406	CHK	June 2021 Stipend	Jennie Switzer - June 2021	06/21	Jennie Switzer - June 2021	\$200.00		\$200.00
Totals For Vendor: Jennie Switzer									\$200.00
Joan Casterlin	148-36-4706	32 Liberty Street Unit: 2U Newton NJ 07860	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12407	CHK	June 2021 Stipend	Joan Casterlin - June 2021	06/21	Joan Casterlin - June 2021	\$200.00		\$200.00
Totals For Vendor: Joan Casterlin									\$200.00
Mazteck, Inc	46-4656025	575 Corporate Dr. Suite 4205 Mahwah NJ 07430	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12408	CHK	11031	Mazteck - 11031 May	06/21	Mazteck - 11031 May20	\$309.50		\$619.00
			11155	Mazteck IT - June202	06/21	Mazteck IT - June2021-	\$309.50		
Totals For Vendor: Mazteck, Inc									\$619.00
Palmer Services	83-3950901	206 Fredon Springdale Road Newton NJ 07860	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12409	CHK	668	Palmer - Lawn Mainte	06/21	Palmer - Lawn Mainten	\$551.93		\$551.93
Totals For Vendor: Palmer Services									\$551.93
PenTeleData	23-2788828	Attn: Payment Processing PO Box 401 Palmerton PA 18071-0401	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12410	CHK	May 2021 - 3010085	PenTele - Cable Modem/Internet	06/21	PenTele - Cable Modem/Internet	\$205.19		\$205.19
Totals For Vendor: PenTeleData									\$205.19
Polcari & Co	22-2639635	2035 Hamburg Tpke Suite H Wayne NJ 07470	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12411	CHK	12931	Polcari - April Fee	06/21	Polcari - April Fee	\$1,400.00		\$1,400.00
Totals For Vendor: Polcari & Co									\$1,400.00
Selective Insurance	22-1272390	PO Box 371468 Pittsburgh PA 15250	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12412	CHK	June 2021 - 204-728-877	Selective Insurance - Insurance Package	06/21	Selective Insurance - Insurance Package	\$7,155.00		\$7,155.00
Totals For Vendor: Selective Insurance									\$7,155.00
Standard Elevator Company	22-2271962	PO Box 2204 Clifton NJ 07015	Yes						
<i>Pay Date</i>	<i>Pay Num</i>	<i>Pay Type</i>	<i>Inv Num</i>	<i>Invoice Description</i>	<i>Period</i>	<i>Description</i>	<i>Amount</i>	<i>Void</i>	<i>Doc Total</i>
06/09/2021	12413	CHK	115989	Standard Elevator - C	06/21	Standard Elevator - Car	\$1,600.00		\$2,964.00
			115936	Standard Elevator - M	06/21	Standard Elevator - Mo	\$682.00		
			116420	Standard Elevator - Ju	06/21	Standard Elevator - Jun	\$682.00		
Totals For Vendor: Standard Elevator Company									\$2,964.00

Newton Housing Authority

Vendor Payment History Report

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 6/1/2021 Thru: 6/30/2021, 3) Program: Public Housing

Check Name							SSN / TIN		Check Address		Print 1099	
TGM Services							22-2304564		PO Box 687 Hackettstown NJ 07840		Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total			
06/09/2021	12414	CHK	44102	TGM - Kitchen Repair	06/21	TGM - Kitchen Repair #	\$198.00		\$198.00			
Totals For Vendor: TGM Services									\$198.00			
Unicorn Building Services Inc									531 PO Box Ridgefield NJ 07657		No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total			
06/09/2021	12415	CHK	2686	Unicorn - Painting #3B	06/21	Unicorn - Painting #3B	\$950.00					
			2687	Unicorn - Painting #5S	06/21	Unicorn - Painting #5S	\$600.00					
			2701	Unicorn - Flooring#3B	06/21	Unicorn - Flooring#3B	\$1,639.00		\$3,189.00			
Totals For Vendor: Unicorn Building Services Inc									\$3,189.00			
Unified Vox									PO Box 393 Tallman NY 10982		No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total			
06/09/2021	12416	CHK	Jan-May 2021 2021 Newton HSG	UV865937 UV876573 UV89796 UV908621	06/21	UnifiedVox-4 Months	\$373.84		\$373.84			
Totals For Vendor: Unified Vox									\$373.84			
United States Liability Insurance Company									PO Box 62778 Baltimore MD 21264-2778		No	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total			
06/09/2021	12417	CHK	June 2021 - PO1550281	US Liability Insurance - POL Insurance	06/21	US Liability Insurance - POL Insurance	\$1,634.30		\$1,634.30			
Totals For Vendor: United States Liability Insurance Company									\$1,634.30			
Waste Management							36-3700143		PO Box 13648 Philadelphia PA 19101-3648		Yes	
Pay Date	Pay Num	Pay Type	Inv Num	Invoice Description	Period	Description	Amount	Void	Doc Total			
06/09/2021	12418	CHK	3331984-0836-6	WM - 10-95590-03005	06/21	WM - 10-95590-03005	\$670.01					
			3332452-0836-3	WM - 16-63819-72000	06/21	WM - 16-63819-72000	\$1,293.32		\$1,963.33			
Totals For Vendor: Waste Management									\$1,963.33			
Grand Totals:							Total Payments:				23	\$47,404.61

T.A. MOUNTFORD COMPANY *Office Products Since 1979*

48 Route 15
Lafayette, New Jersey 07848

Phone: 973-383-0611
Fax: 973-383-0655

June 23, 2021

Mr. Bill Snyder
Liberty Towers the Newton Housing Authority
32 Liberty Street
Newton, NJ 07860

Dear Mr. Snyder,

Listed below is information on a 32 page per minute Kyocera copier/printer. I would recommend you consider this model to replace your Kyocera 300i, which is ten years old and at the end of its useful life. The manufacturer will not be restocking parts for this model due to its age.

Pricing Information

<u>Copy/Print Speed</u>	<u>Purchase Price</u>	<u>60 Mo. FMV Lease</u>	<u>48 Mo.\$1.00 Buyout</u>
32 pages per minute	\$2,995.00	\$56.40 per month	\$74.40 per month

The machine includes two 500-sheet paper cassettes, a document feeder and a print/scan/fax system to allow the copier to serve as a network printer, scanner and fax machine. Your service contract can be transferred to the new equipment and will save approximately \$120.00 each year. The copier can be upgraded to new equipment at the expiration of the 60-month FMV lease. The equipment may be purchased for \$1.00 at the expiration of the 48-month \$1.00 Buyout lease. There is a one-time documentation fee of \$75.00 due with the first month lease payment. Although we quote an under four-hour response time to all service calls, our average response last year was under two hours.

Thank you for your interest in our products and services. Please contact me if you have any questions or would like to fill out a lease application.

Regards,

Thomas Mountford

**NEWTON HOUSING AUTHORITY
PRELIMINARY ACTUAL VS. BUDGET ANALYSIS
APRIL 30, 2021**

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	YEAR TO DATE					Comments
	Annual			Var. - Fav./	%age Var.	
	Budget	Budget	Actual	(Unfav.)	Fav. / (Unfav.)	
REVENUES						
Dwelling Rentals	\$ 432,000	\$ 144,000	\$ 145,155	\$ 1,155	0.80%	
Excess Utilities	23,000	7,667	3,905	(3,762)	-49.07%	1
PFS Operating Subsidy	139,709	46,570	47,649	1,080	2.32%	2
Interest	1,600	533	206	(327)	-61.38%	
Other	41,000	13,667	14,200	533	3.90%	
Total Revenues	637,309	212,436	211,115	(1,321)	-0.62%	
EXPENSES						
Audit	6,800	2,267	2,267	-	0.00%	
Bad Debts	500	167	-	167	100.00%	
Legal	2,100	700	427	273	39.00%	
Accounting Fees	16,800	5,600	5,600	-	0.00%	
Administrative Other	210,000	70,000	42,847	27,153	38.79%	3
Total Administrative	236,200	78,733	51,141	27,593	35.05%	
Resident Services Materials	5,200	1,733	1,600	133	7.69%	
Total Tenant Services	5,200	1,733	1,600	133	7.69%	
Gas	45,000	15,000	21,969	(6,969)	-46.46%	4
Electric	53,000	17,667	18,436	(769)	-4.35%	
Water/Sewer	17,000	5,667	5,198	469	8.27%	
Total Utilities	115,000	38,333	45,603	(7,270)	-18.96%	
Materials and Contracts	91,000	30,333	38,390	(8,057)	-26.56%	5
Total Maintenance	91,000	30,333	38,390	(8,057)	-26.56%	
Protective Services	3,100	1,033	140	893	86.45%	
Total Protective Services	3,100	1,033	140	893	86.45%	
Insurance	44,000	14,667	15,621	(954)	-6.51%	
PILOT	31,200	10,400	9,955	445	4.28%	
Total General Expenses	75,200	25,067	25,576	(510)	-2.03%	
Total Expenses	525,700	175,233	162,450	12,783	7.30%	
Increase / (Decrease) in Net Position from Operations	\$ 111,609	\$ 37,203	\$ 48,665	\$ 11,462	30.81%	

- 1 Excess utility revenue should increase in the spring and summer months as the Authority begins charging air conditioner fees.
- 2 Newton HA's 2020 authorized operating subsidy is \$142,948. The Authority is working with HUD to access the 2021 funds via REAC eLoccs. We have recorded a \$47,649 receivable from HUD for this analysis which represents 4/12 of the prior year authorized grant.
- 3 The budget includes \$174,000 (\$14,500/mo) for a shared service agreement with Philipsburg HA. This agreement was in place when the budget was submitted to NJDCA in November. However, the Authority canceled this agreement and now has a contract with Executech. The April YTD Executech expenses are \$35,320 (\$8,830/mo).
- 4 Authority gas bills have significantly decreased during the spring and summer months in previous years. We expect the same decrease in 2021.
- 5 April YTD maintenance expenses are over budget by \$8,057. The three largest expenses through April are as follows: Elevator repairs (\$12,238), trash removal (\$7,688) and plumbing repairs (\$5,490).

HOUSING AUTHORITY OF THE TOWN OF NEWTON

32 Liberty Street
Newton, New Jersey
07860

AMENDED ANNUAL MEETING NOTICE

In accordance with the provisions of Chapter 231, Public Laws 1975, Annual Notice of a revised schedule of the regular meetings of the Housing Authority of the Town of Newton, County of Sussex, State of New Jersey for the year 2021 is hereby provided.

Meeting will be held in the Community Room at 32 Liberty Street, Newton, NJ. Meeting agendas may be found at newtonhousingauthority.com

<u>Date</u>	<u>Time</u>	<u>Date</u>	<u>Time</u>
June 28 th , 2021	5 PM	October 18 th , 2021	5 PM
No July Meeting		November 8 th , 2021	5 PM
August 9 th , 2021	5 PM	December 13 th , 2021	5 PM
September 13 th , 2021	5 PM		

Date: 6/23/2021

WILLIAM F. SNYDER
Interim Executive Director

Instructions: Publish in the NJ Herald & Star Ledger.

Post on the Official Bulletin Board in the Town of Newton, NJ.

P. O. Box 324
Chatham, NJ 07928
973-635-0766 Phone
973-887-1800 Phone
973-887-5162 Fax



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NJ Plumbing License # 129370
NJHIC License # 13VH05477200

Job Proposal

April 1, 2021

NAME: Newton Housing Authority

ADDRESS: 32 Liberty Street
Newton, NJ 07860

JOB ADDRESS: Same

PHONE: 973-452-1507

EMAIL: michaeldejohn59@gmail.com

JOB SPECIFICATIONS

Roto-Rooter will perform the following work as specified:

- Work from roof vents as requested
- Clean out 22 kitchen/basin vent stacks
- 3/8 cable lines to ground floor

*All work will be completed according to NJ Plumbing Code

We hereby propose to furnish material & labor
For the sum of \$125 per kitchen/basin drain line

Roto-Rooter will perform the following work as specified:

- Work from roof vents as requested
- Clean out 13 4" sewer vent stack lines
- 1/2 cable lines to ground floor
- Clean main sewer line from the ground floor to the street

*All work will be completed according to NJ Plumbing Code

We hereby propose to furnish material & labor
For the sum of \$200 per main sewer stack

Authorized Signature: Sean Daniel Date: 4/1/21

Accepted... The above price, specifications and conditions are satisfactory and are accepted. Roto-Rooter is authorized to begin the work and payment will be made as outlined above.