

NEWTON HOUSING AUTHORITY

AGENDA

Date: Monday, November 8th, 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
Wendy Vandermaas
Karen Crossley

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 SEPTEMBER 13TH, 2021

5. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

- a. Svc-Physical Condition Assessment
- b. HUD eLOCCs Access Status
- c. Transfer Policy Status

6. OLD BUSINESS

7. NEW BUSINESS

8. RESOLUTIONS

RESOLUTION #2021-21, Approval of Bill List for the November 2021 Meeting

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 November 2021 meeting in the amount of \$29,154.11 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 #2021-22, Late Budget Submission Resolution

WHEREAS the Newton Housing Authority is required to submit their approved budget sixty (60) days prior to the start of the fiscal year to the State of New Jersey; and

WHEREAS the budget was prepared on a timely basis but could not be considered for approval at the October 2021 meeting due to the Executive Director not being present at the meeting to discuss the budget; and

WHEREAS it is expected that the 2022 budget can be reviewed and approved at the November 8th meeting; NOW THEREFORE;

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority hereby approves the late submission of their 2022 budget.

RESOLUTION #2021-23, Introduction of FYE 12/31/22 Budget (See page C5 of the attached Budget)

RESOLUTION #2021-24, Approval of Contract to Replace Hot Water Heater

WHEREAS the Newton Housing Authority (NHA) needs to replace one of the building's hot water heater due to a leak and a determination that a total hot water heater failure will occur at some point; and

WHEREAS the NHA solicited for three bids to replace the hot water heater from local plumbing companies; and

WHEREAS, the NHA Executive Director has reviewed the bids that were received for replacement of the hot water heater and is prepared to recommend that the bid be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for replacement of 100-gallon natural gas commercial ultra-high efficiency water heater be awarded to TGM of Hackettstown, New Jersey in the amount of \$18,950.00 and

BE IT FURTHER RESOLVED that the Resolution shall take effect immediately and the Executive Director is authorized to execute all necessary documents to effectuate this transaction.

RESOLUTION #2021-25, Approval of Contract for Flooring

WHEREAS the Newton Housing Authority (NHA) needs to replace flooring in units when residents vacate the building due to age and normal wear and tear; and

WHEREAS the NHA solicited for three bids to replace flooring at turnover when determined that replacement is necessary; and

WHEREAS, the NHA Executive Director has reviewed the bids that were received for replacement of the flooring and is prepared to recommend that the bid be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for replacement of flooring is hereby awarded to Powell Flooring, West Milford, New Jersey in the following amounts:

0-Bedroom-\$2,583.02 1-Bedroom-\$3,686.32

BE IT FURTHER RESOLVED that the Resolution shall take effect immediately and the Executive Director is authorized to execute all necessary documents to effectuate this transaction.

RESOLUTION #2021-26, Approval of Contract for Painting

WHEREAS the Newton Housing Authority (NHA) needs to paint units when residents vacate the building due to age and normal wear and tear; and

WHEREAS the NHA solicited for bids to paint units at turnover when determined that painting is necessary; and

WHEREAS, the NHA Executive Director has reviewed the bids that were received for painting and is prepared to recommend that the bid be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for painting is hereby awarded to Unicorn Building Services of Ridgefield, New Jersey in the following amounts:

0 Bedroom-\$600.00. 1 Bedroom-\$850.00

BE IT FURTHER RESOLVED that the Resolution shall take effect immediately and the Executive Director is authorized to execute all necessary documents to effectuate this transaction.

RESOLUTION #2021-27, Approval of Contract for Tree Removal & Pruning

WHEREAS the Newton Housing Authority (NHA) needs to remove four trees and prune numerous others to prevent damage during storms; and

WHEREAS the NHA solicited for three bids to undertake the tree removal and pruning; and

WHEREAS, the NHA Executive Director has reviewed the bids that were received for tree removal and pruning and is prepared to recommend that the bid be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for tree removal and pruning is hereby awarded to Nature Service, Oak Ridge, New Jersey in the amount of \$6,800.00 and

BE IT FURTHER RESOLVED that the Resolution shall take effect immediately and the Executive Director is authorized to execute all necessary documents to effectuate this transaction.

9. PUBLIC COMMENTS

10. EXECUTIVE SESSION

11. ADJOURNMENT

Attachments:

- 1) November Bill List**
- 2) Bid Tabulations**
- 3) FYE 12/31/22 Budget**

Newton Housing Authority
Bill List

NOVEMBER 2021 AGENDA

<u>Vendor</u>	<u>Amount</u>	
Abcode Security	\$ -	Credit Bal (\$225.00)
Ace Walco	\$ 342.40	10/21/2021
Approved Fire US	\$ 280.57	Yealink Phone
CenturyLink	\$ 170.38	Service 10/21/21 - 11/21/21
Clean Team Inc.	\$ 570.00	Nov
Culligan Tri County	\$ 134.99	Salt Delivery 9/28/21
Dexsaida Charon	\$ \$285.00	Elevators, Mailroom
Elizabethtown Gas	\$ -	Credit Balance
Execu-Tech, Inc.	\$ 13,101.54	
Home Depot	\$ 1,154.07	Acct. 1606
Home Depot	\$ -	Acct. 3112 Credit Bal(198.73)
Jennie Switzer	\$ 200.00	
Jersey Central Power & Light	\$3,519.34	9/25/21 - 10/25/21
Joan Casterlin	\$200.00	
NJ Advance Media	\$ 136.35	Audit, Bids
Robert O'Dell	\$ 244.00	For Margaret O'Dell, 2M, Overpayment of Rent
Palmer Services	\$ 360.00	Sept Lawn Maintenance
Palmer Services	\$450.00	Oct Lawn Maintenance
PentleData	\$ 95.09	11/10/21 - 12/10/21
Polcari & Company	\$ 1,400.00	Oct
Selective Insurance	\$3,717.00	Commercial & WC
Standard Elevator	\$682.00	Nov
TGM Services	\$658.00	Heat On, Repairs to 4T and 2G
UnifiedVox	\$93.46	11/1/21 - 11/30/21
Waste Management	\$ 789.27	6 Yard Dumpster - Nov
Waste Management	\$ 420.65	6 Yard Dumpster for Recycle - Nov
TOTAL	\$ 29,004.11	

Authority Budget of:

Newton Housing Authority

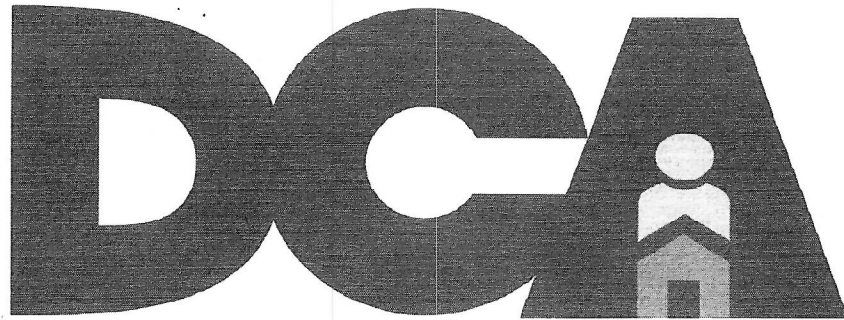
State Filing Year **2022**

For the Period:

January 1, 2022 to December 31, 2022

www.newtonhousingauthority.com

Authority Web Address



NJ DEPARTMENT OF
CommunityAffairs

Division of Local Government Services

2022 (2022-2023) HOUSING AUTHORITY BUDGET

Certification Section

2022 (2022-2023)

Newton Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM Jan. 1, 2022 TO Dec. 31, 2022

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2022 (2022-2023) PREPARER'S CERTIFICATION

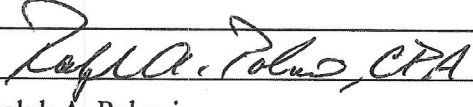
Newton Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Ralph A. Polcari		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike-Unit H Wayne, NJ 07470		
Phone Number:	973-831-6969	Fax Number:	973-831-6972
E-mail address	ralph@polcarico.com		

2022 (2022-2023) APPROVAL CERTIFICATION

Newton Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Jan. 31, 2022

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Newton Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 18th day of October, 2021.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Bill Snyder		
Title:	Acting Executive Director		
Address:	32 Liberty Street Newton, NJ 07860		
Phone Number:	908-859-0122	Fax Number:	908-454-8267
E-mail address	Billsnyder1952@gmail.com		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.newtonhousingauthority.com
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- The budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Bill Snyder

Title of Officer Certifying compliance

Acting Executive Director

Signature

2022 (2022-2023) HOUSING AUTHORITY BUDGET RESOLUTION

Newton Housing Authority

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

WHEREAS, the Annual Budget and Capital Budget for the Newton Housing Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 has been presented before the governing body of the Newton Housing Authority at its open public meeting of October 18, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$658,600, Total Appropriations, including any Accumulated Deficit if any, of \$525,005 and Total Unrestricted Net Position utilized of 0;

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$200,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority, at an open public meeting held on October 18, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Newton Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 15, 2021.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Maria Fiedorczyk				
Rick Bitondo				
Bill Nannery				
Rick Turdo				
Wendy Vandermaas				
Karen Crossley				
Mary Ann Carlson				

Note Fill in the name of Each Commissioner and indicate their recorded Vote

2022 (2022-2023) ADOPTION CERTIFICATION

Newton Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Newton Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the ___ day of, _____, _____.

Officer's Signature:			
Name:			
Title:			
Address:			
Phone Number:		Fax Number:	
E-mail address			

2022 (2022-2023) ADOPTED BUDGET RESOLUTION
Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

Newton Housing Authority

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Housing Authority for the fiscal year beginning January 1, 2022 and ending, December 31, 2022 has been presented for adoption before the governing body of the Newton Housing Authority at its open public meeting of November 15, 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 \$658,600, Total Appropriations, including any Accumulated Deficit, if any, of \$525,005 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 Housing Authority, at an open public meeting held on November 15, 2021 that the Annual Budget and Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning, January 1, 2022 and, ending, December 31, 2022 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.

 (Secretary's Signature)

 (Date)

Governing Body Member:	Recorded Vote				
	Aye	Nay	Abstain	Absent	
Maria Fiedorczyk					
Rick Bitondo					
Bill Nannery					
Rick Turdo					
Wendy Vandermaas					
Karen Crossley					
Mary Ann Carlson					

Note Fill in the name of Each Commissioner and indicate their recorded Vote

2022 (2022-2023) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2022 (2022-2023) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Newton Housing Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2022/2022-2023 proposed Annual Budget and make comparison to the 2021/2021-2022 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

Budgeted revenues are anticipated to be adequate to cover projected expenses for calendar year 2022 resulting in a budgeted surplus from operations of \$133,595. Anticipated revenues total \$658,600, an increase of \$21,291 or 3.3% from the prior year budget. Total net appropriations of \$525,005, are \$695 or 0.1% less than the prior year budget. The following explanations are for the +/- 10% variances for each line item:

Revenues:

None

Expenses:

None

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **Example would be effect on a recession in the economy on the housing Authority**

The local/regional economy is fairly stable and doesn't have a significant impact on the proposed budget.

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

The Authority has not budgeted for the utilization of Unrestricted Net Position.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- **Housing Authorities cannot transfer Unrestricted Net Position** (i.e.: to balance the County/Municipality budget, etc.).

Under federal, state, and local law, the Authority's programs are exempt from income, property and excise taxes. However, the Authority is required to make payments in lieu of taxes (PILOT) for the low-income housing program in accordance with the provision of its agreement with the City of Newton. Under the agreement, the Authority must pay the municipality the lesser of 10% of its net shelter rent or the approximate full real property taxes.

5. The proposed budget must not reflect an anticipated deficit from 2022/2022-2023 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

The Authority's December 31, 2020 unrestricted net position deficit is the direct result of the Authority's Pension Liability. The Authority will need additional funding from HUD and/or a new revenue stream to eliminate the unrestricted net position deficit.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).

HOUSING AUTHORITY CONTACT INFORMATION AUTHORITY CONTACT INFORMATION 2022 (2022-2023)

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Newton Housing Authority		
Federal ID Number:	22-2076727		
Address:	32 liberty Street		
City, State, Zip:	Newton	NJ	07860
Phone: (ext.)	973-383-5191	Fax:	973-383-1181

Preparer's Name:	Ralph A. Polcari, CPA-Fee Accountant		
Preparer's Address:	2035 Hamburg Turnpike-Unit H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6969	Fax:	973-831-6972
E-mail:	ralph@polcarico.com		

Chief Executive Officer:(1)	Bill Katchen		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	973-383-5191	Fax:	973-383-1181
E-mail:	bill@kathencpa.com		

Chief Financial Officer(1)	Sandra Gaskin		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	973-383-5191	Fax:	973-383-1181
E-mail:	sandra@katchencpa.com		

Name of Auditor:	Anthony Giampaolo		
Name of Firm:	Hymanson, Parnes & Giampaolo		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	973-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Newton Housing Authority

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2020 or 2021**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 0
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2020 or 2021**) Transmittal of Wage and Tax Statements: \$0
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority))
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2021 or 2022 deadline has passed 2021 or 2022) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).** All compensation is approved by the Board after annual performance evaluations are performed. There are currently no employees as the authority is run by an outside contractor.

- 11) Did the Authority pay for meals or catering during the current fiscal year? No *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No *If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
 - a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No*If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No *If "yes," attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No *If "yes," attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)*
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? No *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Newton Housing Authority

FISCAL YEAR: FROM: Jan. 1, 2022 TO: Dec. 31, 2022

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (**Use the Most Recent W-2 available 2019 or 2020.** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2021, the **most recent W-2** and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period **January 1, 2022** to **December 31, 2022**
 Newton Housing Authority
 December 31, 2022

Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)			Total Compensation from Authority			Other (auto allowance, expense account, payment in lieu of health benefits, etc.)			Estimated amount of other compensation from other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)			Total Compensation All Public Entities									
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities												
1 Maria Fiedorczyk	Chairperson		X					\$ 0	0	0	0	0	0	0	0												
2 Bill Nannery	Commissioner		X					0	0	0	0	0	0	0	0												
3 Bill Nannery	Commissioner		X					0	0	0	0	0	0	0	0												
4 Rick Turdo	Commissioner		X					0	0	0	0	0	0	0	0												
5 Wendy Vandermass	Commissioner		X					0	0	0	0	0	0	0	0												
6 Karen Crossley	Commissioner		X					0	0	0	0	0	0	0	0												
7 Mary Ann Carlson	In-House Commissioner		X					0	0	0	0	0	0	0	0												
8																											
9																											
10																											
11																											
12																											
13																											
14																											
15																											
Total:													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Newton Housing Authority
 For the Period January 1, 2022 to December 31, 2022

Inout- X - in Box Below IF this Page is Non-Applicable

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed		# of Covered Members (Medical & Rx) Current Year		Annual Cost per Employee Current Year		% Increase (Decrease)	
	Proposed Budget	Estimate	Proposed Budget	Estimate	Current Year	Current Year	Current Year	Current Year	Total Prior Year Cost	\$ Increase (Decrease)
Active Employees - Health Benefits - Annual Cost										
Single Coverage	0	\$ -	0	\$ -	0	0	0	\$ -	-	#DIV/0!
Parent & Child	0	-	0	-	0	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	0	-	0	0	-	-	-	#DIV/0!
Family	0	-	0	-	0	0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)	0	-	0	-	0	0	-	-	-	#DIV/0!
Subtotal	0	-	0	-	0	0	-	-	-	#DIV/0!
Commissioners - Health Benefits - Annual Cost										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0	-	0	-	0	0	-	-	-	#DIV/0!
Retirees - Health Benefits - Annual Cost										
Single Coverage	0	-	0	-	0	0	-	-	-	#DIV/0!
Parent & Child	0	-	0	-	0	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	0	-	0	0	-	-	-	#DIV/0!
Family	0	-	0	-	0	0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)	0	-	0	-	0	0	-	-	-	#DIV/0!
Subtotal	0	-	0	-	0	0	-	-	-	#DIV/0!
GRAND TOTAL	0	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -	#DIV/0!

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box) No Yes or No

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box) No Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing