

NEWTON HOUSING AUTHORITY

AGENDA

Date: Monday, December 13th, 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. ANNOUNCEMENT 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: November 8TH, 2021

5. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

- a. Tree Removal Status
- b. Hot Water Heater Replacement
- c. Planet Network Survey

6. OLD BUSINESS

7. NEW BUSINESS

8. RESOLUTIONS

RESOLUTION #2021-28, Approval of Bill List for the December 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:

That the attached list of bills for December 2021 meeting in the amount of \$38,817.50 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 #2021-29, Adoption of FYE 12/31/22 Budget

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Housing Authority for the fiscal year beginning January 1st, 2022, and ending, December 31st, 2022, has been presented for adoption before the governing body of the Newton Housing Authority at its open public meeting of December 13th, 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 December 13th, 2021, that the Annual Budget and Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning, January 1st, 2021, and, ending, December 31st, 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.

RESOLUTION #2021-30, Approval of Contract for Accounting Services

WHEREAS, the Newton Housing Authority has a need for accounting services to conduct the Housing Authority's regular business and maintain its financial recording system; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority solicit proposals for professional services; and

WHEREAS, the Housing Authority issued a formal Request for Proposals that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for accounting services for the fiscal year ending 12/31/2022 shall be hereby awarded to the highest rated proposal submitted by:

Polcari & Company
2035 Hamburg Turnpike
Wayne, New Jersey 07470

In the amount of \$18,000.00

BE IT FURTHER RESOLVED that funds for these services have been made available through the Housing Authority's operating budget and the solicitation was undertaken as a fair and open process in accordance with the state's Pay to Play regulations.

RESOLUTION #2021-31, Approval of Contact for Auditing Services

WHEREAS, the Newton Housing Authority has a need for Auditing services to conduct an audit of the Housing Authority's operations in accordance with the Single Audit Act; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority solicit proposals for professional services; and

WHEREAS, the Housing Authority issued a formal Request for Proposals that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for auditing services for the fiscal year ending 12/31/2021 shall be hereby awarded to the highest rated proposal submitted by:

Hymanson, Parnes & Giampaola
467 Middletown Lincroft Road
Lincroft, New Jersey

In the amount of \$6,315.00

BE IT FURTHER RESOLVED that funds for these services have been made available through the Housing Authority's operating budget and the solicitation was undertaken as a fair and open process in accordance with the state's Pay to Play regulations.

RESOLUTION #2021-32, Adoption of Public Comment Policy

WHEREAS, the Newton Housing Authority (NHA) conducts regular public meetings in accordance with the New Jersey Open Public Meetings Act; and

WHEREAS, the NHA allows for public comments during a specific segment of the meeting; and

WHEREAS, the NJHA would like to ensure that the public comment period conducted professionally with a set standard and protocol; and

WHEREAS, The NHA has developed a reasonable policy for [public comments in compliance with the requirement of the Open Public Meetings Act; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the attached policy titled "Statement and Comments from the Public" is hereby adopted and shall become effective January 1st, 2022.

9. PUBLIC COMMENTS

10. EXECUTIVE SESSION (if necessary)

11. ADJOURNMENT

Attachments:

- a. **December Bill List**
- b. **FYE 12/31/21 Budget**
- c. **Policy on Public Statement &Comments**
- d. **10/31/21 Budget to Actual Statement**
- e. **2021 Capital Fund Program Annual Statement**