

NEWTON HOUSING AUTHORITY

AGENDA

Date: Monday, February 14th, 2022

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: Mary Ann Carlson
Rick Turdo
Wendy Vandermaas
Karen Crossley

3. ANNOUCEMENT OF OPEN MEETINGS ACT

Adequate notice of this meeting has been provided by the filing of an Annual Meeting Notice with Municipal Clerk, posting on the official bulletin board and delivery of same to the Herald News and Star Ledger on December 14th, 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.

Members of the public are welcomed and encouraged by the Newton Housing Authority to comment during the "Public Comments" portions of the meeting. There will be two (2) "Public Comments" sections of the meeting. Residents can address the Board of Commissioners on agenda items during the "Public Comment-Agenda items" portion of the meeting and general subjects of interest during the "Public Comments-General Items" portion of the meeting (for items not on the agenda segment of the meeting). All questions and comments from the public will be directed to the Chairperson. When addressing the Board of Commissioners, please give your name and address.

4. PUBLIC COMMENTS-Agenda Items

5. APPROVAL OF THE MINUTES: January 3rd, 2022

6. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

- a. 12/31/21 Budget to Actual
- b. Free Wi-Fi status
- c. Settlement Agreement-Civil Rights
- d. Smoking Policy Status
- e. Elevator

7. OLD BUSINESS

8. PUBLIC COMMENTS-Agenda Items

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2022-3, Approval of Bill List for the February 2022 Meeting

WHEREAS, while 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 February 2022 meeting in the amount of \$
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 #2022-4, Approval of Contract for Masonry Repair

WHEREAS, the Newton Housing Authority has a need for various masonry repairs at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority solicit bids & proposals for all goods & services; and

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

WHEREAS, the Housing Authority received three (3) bids, on 1/26/22, in response to its duly published Request for Bids; and

WHEREAS, the Executive Director has reviewed the bids and has determined that the contract should 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 masonry repairs be hereby awarded to the lowest responsible bidder:

RFT Construction
85-5th Street
Paterson, NJ 07524

In the amount of \$10,530.00

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 #2022-5, Approval of Contract for Exterminating

WHEREAS, the Newton Housing Authority has a need for exterminating services at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

WHEREAS, the Housing Authority’s Procurement Policy requires that the Authority solicit bids & proposals for all goods & 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 three (3) proposals, on 1/26/22, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposals and has determined that the contract should be awarded to the lowest priced proposer; NOW THEREFORE

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

LaHara Pest Control
50E Asbury Anderson Road
Washington, NJ 07882

In the following amounts:

Per Unit	Common Areas	Ants	Bedbug 0 Bdr 1 Bdr	Total Monthly
\$5.00 (\$400.00-all units)	\$80.00	\$125.00	\$295 \$395	\$480.00

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 2022-6, Renewal of Insurance

WHEREAS, the Newton Housing Authority is required to have adequate insurance coverages in accordance with the contract it has with the U.S. Dept. Of Housing & Urban Development per its Annual Contributions Contract (ACC); and

WHEREAS, solicited proposals from its current insurance carriers and the New Jersey Public Housing Authority Joint Insurance Fund; and

WHEREAS, the current insurance carrier’s price was significantly less that the Joint Insurance Fund for the same coverage; which expires on 3/16/22 and

WHEREAS, the Housing Authority desires to renew its existing insurance coverage for a 3.5% increase in premium; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that its insurance coverage shall be renewed to Selective Insurance in the following amounts:

Workers Compensation-\$1,193.00

Package-\$41,676.00

BE IT FURTHER RESOLVED that funds for these services have been made available through the Housing Authority's operating budget.

RESOLUTION #2022-7, Approval of Operating Fund Calculation

WHEREAS, the Newton Housing Authority's Liberty Towers is subsidized via the federal public housing authority (Section 9); and

WHEREAS, the Housing Authority is required to submit an Operating Subsidy Calculation to the U.D. Dept. of Housing & Urban Development (HUD) setting the subsidy amount on an annual basis; and

WHEREAS, the Housing Authority has completed its 2022 subsidy calculation for review and approval by the Board of Commissioners; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the 2022 Operating Fund Formula is hereby approved for submission to HUD; and

BE FURTHER RESOLVED that the Chairperson and Executive Director are authorized to execute and submit all documents necessary to obtain operating subsidy from HUD/

PUBLIC COMMENTS-General Items

11. EXECUTIVE SESSION (if necessary)

12. ADJOURNMENT

Attachments:

- a. January Bill List
- b. Vacant Unit List
- c. 1/26-Maintenance Directive
- d. 1/14-Heat Compliant Notice

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

January 3, 2022

(This is a condensed version of taped minutes of Regularly Scheduled Monthly Meeting
of the Newton Housing Authority
Commencing at 5:29 P.M.)

ROLL CALL:

Present: Chairperson Maria Fiedorczyk – via Telephone
Vice-Chairman Richard Bitondo
Commissioner Mary Ann Carlson
Commissioner Wendy Vandermaas

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

Excused: Commissioner Karen Crossley
Commissioner Rick Turdo

FLAG SALUTE

OPEN PUBLIC MEETINGS ACT

Adequate notice of this meeting has been provided by the filing of the Annual Meeting Notice with Municipal Clerk, posting on the official bulletin board and delivery of same to New Jersey Herald & Star Ledger on December 4, 2021. The New Jersey Open Public Meetings 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 interest 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. Members of the public are welcomed and encouraged by the Newton Housing Authority to comment during the Public Comments Portion of the meeting. There will be two public comment sections of the meeting. Residents can address the Board of Commissioners on Agenda items during the public Comments Agenda items portion of the meeting and general subjects of interest during the public comments general items portion of the meeting. For items not on the Agenda segment of the meeting, all questions and comments from the public will be directed to the Chairperson. When addressing the Board of Commissioners, please provide your name and address.

APPROVAL OF MINUTES OF REGULAR MEETING – DECEMBER 13, 2021

Motion to approve minutes made by Commissioner Vandermaas; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Crossley/Turdo

EXECUTIVE DIRECTOR'S ADMINISTRATIVE REPORT

Last month COVID was discussed and possible precautions; request was made that reinstitute disinfecting, which is being done. Someone hired to come in weekly – doing all railings on every floor, elevators, all entry doors and handles – which will continue as long as needed.

Planet Network surveys completed. 61 responses being tabulated. About half have WIFI -- half do not. At ED Snyder's next visit, something will be sent to Planet Network so that NHA can continue to next phase – hopefully to get free WIFI for NHA residents.

HUD does inspections of public housing – called UPCS inspections – look at building, inspect various areas. One thing everyone fails is for ceiling tiles. There are about 70 ceiling tiles that are gone; mostly on first floor. We are in process of securing those tiles and replacing all including those stained.

An RFP – Request for Proposal – for bids for sidewalk in front of building; curbing that is deteriorating, a tripping hazard. Also driveway entrance coming in is all broken and cracked – to replace that with proper rebar, etc. as it gets heavy use from garbage truck. Questions being answered from bidders.

Painter coming to paint several apartments; paint 4 feet of entrance on asphalt driveway coming to our parking lot – as discussed last month – painted yellow and entrance loop in front of building – both sides to be painted white. There will be yellow and white markings.

RFP also went out for exterminators – Ace Walco has been here for at least a year, but no contract available. NHA should get contract every two years for that. Recently there was a slight issue with bugs; I found out NHA only exterminating apartments every month; but one floor a month. It takes several months to get back to an apartment. Most properties do it every month – I will get prices to see possibility of exterminating all apartments every month. I want to make sure if you have certain types of bugs, they'll travel all over building. Next month we'll know what cost of that is.

In Agenda is information on smoking. Vice-Chairman Bitondo mentioned it last month; I checked NHA website to make some changes; making sure Commissioners' names were there. One thing there is an issue on smoking – our smoking policy. It says that "people living in the building before a certain date are grandfathered in and can continue

to smoke.” That is not the case and violates HUD Rules & Regulations; changed a few years ago. No smoking anywhere in building. Up to housing authority to decide if there will be a designated smoking area outside; that designated smoking area now is gazebo on side of building. We had people help us rewrite these things and explained to us that the gazebo is not 25’ away from an entrance. They view 25’ – if there’s a walkway, which there is, and people walk on it – that needs to be 25’ away. I will speak with some of the smokers; have a meeting, to discuss an alternative to this. They’re suggesting that we use gazebo in the back, which is 25’ from building, which would mean smokers have to walk a lot further. We will develop something in writing; brought to Board next month for consideration, but will meet with residents also and talk to smokers to make sure they understand. There is no choice in the matter – these are HUD Rules & Regulations now – every subsidized building in the country. People smoking in front of building on chairs and have complaints that residents have to walk by them. This is a violation also. Department of Health, Sussex County, Center for Prevention & Counseling – a smoke-free group – they’re providing all signage for NHA; also meet with smokers to talk about smoking cessation; actually get patches, etc. at no charge to residents, if people want to participate. Most of our smokers don’t smoke in their apartments; they go outside. ED Snyder will get back to Board with actual written policy amending current policy.

Discussion previously about upgrading closed-circuit television equipment, which hasn’t worked since ED Snyder’s been here. All cameras were out. Several camera companies came in – one wanted \$3,000 to work on it. ED Snyder figured out a way to get into system successfully. All cameras do work; now trying to get our computer man to give NHA more recording time – at least a month. This goes along with signs for packages being delivered to NHA. UPS driver doesn’t want to come into building because of COVID; he was told where to drop off packages – the small vestibule – and camera on it. Everything being watched. They were also told via a sign, when they are here; ring the bell and if tenant wants to come down, they come down to get package for people who can’t get out.

Last month Board requested that ED Snyder have a budget to actual for January. ED Snyder spoke to accountant, but bank statements aren’t reconciled yet – only received 1st week of month; doesn’t have them but Commissioners will have December 31st one at February meeting.

NHA has new contract for elevators commencing January 1st. Chairperson Fiedorczyk asked who new vendor is – Excel Elevator – long-time company.

Recertification will be starting in the next few months. Before doing that, people who do this will come to meet all residents – serving coffee/cake to explain process so it goes smoother and all understands how rents are calculated, etc.

There have been activities here at building: Walk With Ease – Monday, Wednesday, Friday, which began in November, ending on January 7th. County Health Department wants to do a health fair here – probably in Spring. They have give-aways, but also

available is checking for cataracts, blood pressure, etc. County is considering they bring back a nutrition program – asking NHA if Board approved, so lunches are here and tenants could come down to have their lunch. It will be brought back to Board for discussion and also residents. I have places where tenants like the lunches and others where they do not want them.

OLD BUSINESS

Vice-Chairman Bitondo requested update on occupancy level. ED Snyder said there are 3 vacant apartments – Wednesday painter is coming to paint; new contract with flooring company and finished first apartment. Floors are very nice – 1 person is moving in March 1st; another one where income is being certified and going down list looking for a third person. Chairperson Fiedorczyk asked if there were any transfers. ED Snyder said yes; 2 transfers being accommodated at one time. One going from a 1-bedroom apartment to a studio; another going from studio to 1-bedroom. Person in studio has somebody living with her, an aide, so they need more room. Other person just feels apartment is too big. They are not swapping, because of prepping apartments that they're moving from.

PUBLIC COMMENT PORTION #1 – SPECIFIC TO ITEMS ON AGENDA

PHYLLIS – 5M – Re: Exterminator comes every 3 months; throws a box under the sink; don't check under mattresses anymore because of COVID. She could do the box herself. ED Snyder: NHA has set of specifications that are more comprehensive than that – why we are going in every month and checking. Hopefully, new person will do a lot more. ED Snyder went through Yellow Pages; picked every exterminator from Newton and surrounding area; Karen sent info to them; also did same thing with masonry work – hopefully they'll give NHA proposals that way also.

NOLA – 2K – Re: Driveway out front. Best thing would be to put IN arrow and OUT arrow – so no one goes wrong way. Is there any possible way of getting a light by driveway. She's gone into Commissioner Crossley's driveway numerous times. ED Snyder will take a look; see if there is electrical out there now – if so, not a big deal. If we don't, utility company would have to put light on pole. ED Snyder thinks coloring will help also.

NANNETTE – 2N – Problem with heating and hearing beeping in bathroom. Asked to please hold until later, not an item on agenda.

JOAN – Re: Cigarette smoke. One resident drags his feet and if he goes up hill to gazebo, tries to come down and falls, who will be responsible? No one on this side of building complains – she tries to keep everybody from that side, but you get some that sneak there or visitors coming downstairs to smoke. Vice-Chairman Bitondo: It will be looked into and not made so difficult for people to smoke outside that they'd smoke in their apartment. Sometimes if raining, they stand under awning.

NEW BUSINESS – N/A

RESOLUTIONS

1. RESOLUTION #2022-1 – APPROVAL OF BILL LIST FOR JANUARY 2022 MEETING

WHEREAS, while 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 January 2022 meeting in the amount of \$34,425.12 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 made by Commissioner Carlson; 2nd by Chairperson Fiedorczyk.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Vice-Chairman Bitondo	Yes
	Commissioner Crossley	Excused
	Commissioner Turdo	Excused

2. RESOLUTION #2022-2 – APPROVAL OF CONTRACT GARBAGE/RECYCLING

Contractor is Waste Management - \$772.01 for 6-yard refuse container; \$408.92 for 6-yard recycling container.

Motion to approve contract for garbage & recycling made by Commissioner Vandermaas; 2nd by Chairperson Fiedorczyk.

ROLL CALL:	Chairperson Fiedorczyk	Yes
	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Vice-Chairman Bitondo	Yes
	Commissioner Crossley	Excused
	Commissioner Turdo	Excused

3. RESOLUTION #2022-3 – APPROVAL OF 2022 ANNUAL MEETING NOTICE

WHEREAS, the Newton Housing Authority has established its monthly meeting schedule for 2022 and
WHEREAS, the Newton Housing Authority is subject for the requirements in the New Jersey Open Public Meetings Act and
WHEREAS, the Annual Meeting Notice provides the date, time and location of the monthly meetings,
NOW THEREFORE, be it resolved by the Board of Commissioners that the attached annual meeting notice for 2022 is hereby approved.

January, February, March, April, May, June – no July meeting – August, September, October, November, December. They are largely 2nd Monday of the month beginning at 5 P.M. in this Community Room.

Motion for approval of Annual Meeting Notice made by Commissioner Vandermaas; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4) Excused: Fiedorczyk/Turdo

2ND COMMENT SECTION OF AGENDA

Woman has problems raising her windows and excessive heat in apartment. Vice-Chairman Bitondo explained building is 50 years old; no ability to control heat in every room or every area. Heating system will be considered for replacement in perhaps one year. ED Snyder suggested she call in Work Order to office saying that heating is too hot in her apartment and windows aren't functioning. ED Snyder will visit her apartment with maintenance man; perhaps window needs ballast or WD40.

MARY – 3H – She asked last year for plastic covering in her living room windows as it was so cold and drafty. Is it possible to get windows covered again? ED Snyder said call in Work Order. He will look at her windows to make sure properly fastened.

Vice-Chairman Bitondo said windows will also be looked at for replacement, but not in the near future.

PHYLLIS – 5M – Her apartment goes up to 84 sometimes; uses a window fan to blow heat out during the night. Vice-Chairman Bitondo answered: Again windows, heating, elevator – infrastructure issues having to be addressed, hopefully, within next year or two.

ADJOURNMENT

Motion to adjourn made by Chairman Fiedorczyk; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4) Excused: Crossley/Turdo

Newton Housing Authority
Bill List

February 14, 2022 AGENDA

<u>Vendor</u>	<u>Amount</u>	
Ace Walco	\$342.40	1/20/2022
CenturyLink	\$ 168.43	1/22/22 - 2/21/22
Charon, Dexasida	\$ 250.00	Bathrooms
Clean Team Inc.	\$ 609.90	Feb
Culligan	\$102.74	12/21/2022
Elizabethtown Gas	\$7,481.50	
Excel Elevator	\$506.47	Jan
Execu-Tech, Inc.	\$ 10,348.76	January
EZ Cleaning	\$225.00	Apt. 3T and 2A
EZ Cleaning	\$ 600.00	Covid - Sanitizing
Fiumara, Mark	\$ 726.22	3J Reimbursement / Water Damage
Hilberg Contracting LLC	\$ 2,871.00	2B Kitchen Renovation
Home Depot	\$ 4,788.82	
Jennie Switzer	\$ 200.00	
Jersey Central Power & Light	\$3,563.27	12/24/21 - 1/25/22
Joan Casterlin	\$200.00	
Management Computer Services, Inc.	\$3,701.00	PHA Web
Mazteck, Inc.	\$324.50	
NJ Advanced Media	\$94.44	
NTN	\$33.00	
Nan Mckay	\$239.00	Digital Revisions
Partners in Grime	\$200.00	
PentTeleData	\$99.35	1/10/22 - 2/10/22
Polcari & Company	\$ 1,500.00	Jan
Powell Flooring	\$ 3,388.02	3T
Powell Flooring	\$3,388.02	3E
Randy's Carpet Care	\$ 132.81	3J
Roto-Rooter	\$230.00	5E

Roto-Rooter	3T	\$315.00
Roto-Rooter	2N	\$199.00
Spin Cycle		\$215.74
Spin Cycle	#2 Replaced Door	\$172.71
TGM Services	1/14 & 1/17 Heat Issues	\$672.00
TGM Services	1/27/22 Emergency - No water pressure	\$432.00
TGM Services	Lobby Hallway Leak, 3D	\$480.00
TGM Services	3T	\$595.00
Times Herald-Record	Containers, Mtgs, Exterminating, Masonry	\$119.10
Unicorn Building Services Inc.	3E	\$1,276.00
Unicorn Building Services Inc.	4A Bathroom and Kitchen	\$250.00
Unicorn Building Services Inc.	3T Ceiling	\$1,125.00
UnifiedVox	2/1/22 - 2/28/22	\$93.46
Dolores Voegele	Move Out Apt 3E Sec Deposit and Pet Deposit	\$636.66
Dolores Voegele	Key Deposit (1997)	\$25.00
Waste Management	Recyclable	\$213.06
Waste Management	6 Yard Dumpster	\$ 591.32
TOTAL		\$ 53,725.70

HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860

Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545-1833 Ext.428

Email: libtowers@nac.net

January 26, 2022

MAINTENANCE DIRECTIVE

To: Mike DeJohn & John Hall

From: Bill Snyder, Exec. Director

Re: Heat Complaints

As you know, we regularly receive complaints regarding the heat in our residents' units. In most instances the heating levels are within the code as prescribed by the State of New Jersey. However, occasionally the heat is not working and could pose a health threat to the resident if not promptly corrected. Therefore, it is extremely important to respond to all heat complaints. It is also important to prepare a work order indicating that we have responded to the call, listing the date, time, temperature and outcome. The work order system allows us to document mechanical problems and complaints that are not valid. If a resident is regularly complaining about heat where the temperature is within the code, I will send a letter to the resident informing them that they will be billed for maintenance calls that are not valid.

The following maintenance procedures should apply to all heat complaints:

- 1) Respond to the calls for heat
- 2) Take a temperature reading and record it on the work order
- 3) Prepare a work order
- 4) Call the HVAC vendor if the heat is not functioning properly & let him into the unit
- 5) Provide heaters, if available, until the heat is fixed
- 6) Keep me apprised of the status of all repairs and any potential delays

The requirements for heat in an apartment are 68 degrees from 6:00 AM to 11:00 PM and at least 65 degrees from 11:00 PM to 6:00 AM. It is our responsibility to ensure that these temperatures are maintained at all times. Please let me know if you have any question regarding this matter.

HOUSING AUTHORITY *of the* **TOWN OF NEWTON**

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860

Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545- 1833 Ext.428

Email: karen@newtonhousingauthority.com

January 14th, 2022

IMPORTANT NOTICE

To: All Residents of Liberty Towers

From: William F. Snyder, Interim Executive Director

Re: Heating Complaints

We recently experienced severe chilly weather that resulted in complaints about lack of heat in apartments. During our investigation, the heating contractor noticed that many residents had furniture and other items blocking their baseboard heat. Please move all furniture, drapes, and other items to a minimum of six inches away from your baseboard heating units. This will help keep your unit warmer when the temperature drops to extreme levels.

Liberty Towers was constructed in the 1970s which makes the building nearly 50 years old. The building needs significant rehabilitation to extend its long-term viability. The Housing Authority is investigating several programs that would provide funds to make the needed improvements. We would be looking at replacing windows and making other improvements that would make the building more energy efficient and comfortable. Unfortunately, the process for accomplishing this work will take several years. We will be meeting with our residents in 2022 to discuss our plans and to obtain your comments.

We understand that the building is drafty and cold during frigid weather which is common in a structure that is 50 years old. Please try to be patient while we investigate how to obtain the necessary funding to rehabilitate the building and make it more comfortable in extreme weather conditions.

HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860

Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545- 1833 Ext.428

Email: libtowers@nac.net

February 2, 2022

MEMORANDUM

To: Board of Commissioners

From: William F. Snyder

Re: Proposals for Services

As reported at the January meeting of the Board of Commissioners, we solicited for proposals for the following services:

- 1) Exterminating
- 2) Masonry Repair (sidewalk & curbing)

I have attached the tabulations of the bids and proposals that we received for your review and consideration at the February meeting. The actual proposals are in the office if you would like to see them.

Currently, our exterminator is doing one (1) floor per month and related common area at a cost of \$342.40 per month. It is my opinion that every unit should be exterminated monthly. The three (3) proposals that we received were for doing all units and common areas every month. The lowest priced proposal was with LaHara Pest Control in the amount of \$480.00 per month. I am recommending that we award the contract to LaHara Pest Control.

As you are aware, our concrete parking lot entrance apron is severely damaged, and we have about fifteen (15) feet of curbing that needs to be replaced at the building entrance. In addition to these repairs, we also need several feet of the stone wall repaired (along the parking lot entrance lot line). The bids we received were for completing of all three work items. The low bidder for this work is RVT Construction in the amount of \$10,530.00. I am also recommending approval of this contract pending final reference check and submission of the insurance certificate.

**NEWTON HOUSING AUTHORITY
PRELIMINARY ACTUAL VS. BUDGET ANALYSIS
DECEMBER 31, 2021**

	Annual Budget	YEAR TO DATE				Comments
		Budget	Actual	Var. - Fav./ (Unfav.)	%age Var. Fav. / (Unfav.)	
REVENUES						
Dwelling Rentals	\$ 432,000	\$ 432,000	\$ 430,431	\$ (1,569)	-0.36%	
Excess Utilities	23,000	23,000	13,634	(9,366)	-40.72%	
PFS Operating Subsidy	139,709	139,709	183,399	43,690	31.27%	1
CFP Used for Operations	-	-	246,825	246,825	100.00%	2
Interest	1,600	1,600	1,175	(425)	-26.56%	
CARES Act	-	-	8,943	8,943	100.00%	2
Other	41,000	41,000	46,769	5,769	14.07%	
Total Revenues	637,309	637,309	931,176	293,867	46.11%	
EXPENSES						
Audit	6,800	6,800	6,800	-	0.00%	
Bad Debts	500	500	200	300	60.00%	
Legal	2,100	2,100	2,164	(64)	-3.05%	
Accounting Fees	16,800	16,800	16,800	-	0.00%	
Administrative Other	210,000	210,000	171,392	38,608	18.38%	3
Total Administrative	236,200	236,200	197,356	38,844	16.45%	
Tenant Services Costs	5,200	5,200	5,098	102	1.96%	
Total Tenant Services	5,200	5,200	5,098	102	1.96%	
Gas	45,000	45,000	27,312	17,688	39.31%	
Electric	53,000	53,000	48,290	4,710	8.89%	
Water/Sewer	17,000	17,000	18,729	(1,729)	-10.17%	
Total Utilities	115,000	115,000	94,331	20,669	17.97%	
Materials and Contracts	91,000	91,000	144,097	(53,097)	-58.35%	4
Total Maintenance	91,000	91,000	144,097	(53,097)	-58.35%	
Protective Services	3,100	3,100	2,048	1,052	33.94%	
Total Protective Services	3,100	3,100	2,048	1,052	33.94%	
Insurance	44,000	44,000	44,914	(914)	-2.08%	
PILOT	31,200	31,200	33,609	(2,409)	-7.72%	
Total General Expenses	75,200	75,200	78,523	(3,323)	-4.42%	
Total Expenses	525,700	525,700	521,453	4,247	0.81%	
Increase / (Decrease) in Net Position from Operations	\$ 111,609	\$ 111,609	\$ 409,723	\$ 298,114	267.11%	

- Newton HA's 2021 operating subsidy budget was based on the 2020 authorized operating subsidy amount of \$142,948. HUD's allocation methodology resulted in the Authority receiving much more than anticipated when the budget was prepared.
- After months of discussions and e-mails with HUD, the Authority finally received REAC eLoccs access to draw-down funds from its capita grant awards. The Authority drew-down all available CFP and CARES Act award funding in December 2021. These amounts were excluded from the budget to provide a more day-to-day operations overview. Excluding CFP and CARES Act funding, the Authority has a profit of \$153,955 compared to a budget of \$111,609.
- 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 2020. However, the Authority canceled this agreement and now has a contract with Executech. The December YTD Executech expenses are \$138,007 (\$11,501/mo).
- December YTD maintenance expenses are over budget by \$54,817. The five largest vendors during the fiscal year are as follows: Unicorn Painting(\$38,950), TGM Plumbing Repairs (\$32,000), Gerber Snow Removal (\$12,800, Waste Mgmt Trash Removal (\$16,900), TGM Plumbing Repairs (\$32,000), and Standard Elevator (\$13,000).

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Newton Housing Authority**

PHA Code: **NJ076**

PHA Fiscal Year Beginning: **1/1/22**

Board Resolution Number: **2022-7**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budget approved by Board resolution on:

11/8/2021

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Maria Fiedorczyk	Signature:	Date: 2/9/2022
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Tabulation of Masonry Repairs

Due: 1/26/22

Vendor	Amount	Sidewalk	Wall	Total
Hillberg Contracting, LLC 47 Pawnee Avenue Rockaway, NJ 07866	Curbing \$ 7,461.00	\$ 6,657.00	\$ 6,741.00	\$ 20,859.00
AAA Windows & Doors Corp 27 East 33rd Street Paterson, NJ 07514	\$ 3,500.00	\$ 10,500.00	\$ 4,000.00	\$ 18,000.00
RVT Construction 85 5th Street Paterson, NJ 07524	\$ 1,250.00	\$ 7,350.00	\$ 1,930.00	\$ 10,530.00

**Cost Estimate
Masonry Repair**

	Price	Sq. Feet	Linear Feet	Totaal
Curbing	\$ 75.00		20	\$ 1,500.00
Sidewalk	\$ 25.00	300		\$ 7,500.00
Wall	\$ 200.00		10	\$ 2,000.00
				\$ 11,000.00

Tabulation of Exterminating

Due: 1/26/22

Vendor	Amount Per Unit	Common Areas	Ants	Bedbugs 0 Bdr	1 Bdr	Total Monthly
Buggin Out 1139 E. Jersey Street, Suite 611 Elizabeth, NJ 07201	\$ 8.00 \$ 640.00	\$ 95.00	\$ 175.00	\$ 375.00	\$ 400.00	\$ 735.00
LaHara Pest Control 50E Asbury Anderson Road Washington, NJ 07882	\$ 5.00 \$ 400.00	\$ 80.00	\$ 125.00	\$ 295.00	\$ 395.00	\$ 480.00
Ace Walco Termite & Pest Control 138 East Edge Rd. Linden, NJ 07036	\$ 7.30 \$ 584.00	Included	85 per month	\$ 600.00	\$ 800.00	\$ 584.00

*Total Price is based upon monthly units & Common areas

STATE OF NEW JERSEY
DEPARTMENT OF LAW & PUBLIC SAFETY
DIVISION ON CIVIL RIGHTS
DOCKET NUMBERS: H2021-003435

Lysette Hernandez ,)	
)	
)	
COMPLAINANT,)	
)	
)	
-vs-)	NEGOTIATED SETTLEMENT
)	AGREEMENT
Newton Housing Authority)	
)	
)	
RESPONDENT)	

WHEREAS, the named Complainant, **Lysette Hernandez** was a person with a disability as defined by the Law Against Discrimination. Complainant alleged that Respondents, **Newton Housing Authority**, committed unlawful housing discrimination.

WHEREAS, the named Respondents, Newton Housing Authority doing business in the State of New Jersey having a facility located at 32 Liberty Street, Newton, NJ 07860 and as such is subject to the provisions of N.J.S.A. 10:5-1 to -49.; and

WHEREAS, the named Respondents do not admit and expressly denies that an act of unlawful discrimination occurred.

WHEREAS, the Deputy Director of the Division on Civil Rights has not made any findings based upon the merits of this matter; and

WHEREAS, both parties desire to resolve the matter without the necessity of further litigation.

NOW THEREFORE, it is agreed between the parties that:

1. Respondent agrees to allow Complainant to transfer to a studio unit as a reasonable accommodation. Specifically, Complainant will transfer to unit 3T on _____
2. *Revised Practice.* Respondent Newton Housing Authority hereby agrees that all of its policies and decisions affecting tenants or prospective tenants shall comply with the New Jersey Law Against Discrimination (“LAD”), N.J.S.A. 10:5-1 et seq.; and that Respondent shall not implement any decision, policy, or procedure having the purpose or effect of discriminating against any individual on the basis of race, religion, national origin, gender, sexual orientation, gender identity or expression, disability, or other protected characteristics in violation of the LAD. In particular,
3. Respondent further agrees that it will provide the tenants with the transfer policy that was recently instituted on ___ both via individual mailings as well as Respondent’s website.
4. *Retaliation.* Respondent shall not engage in any act prohibited by the LAD, including any retaliatory conduct against Complainant, members of Complainants’ immediate family, or any person who assisted in any action or proceeding under the LAD, or authorize any of its employees or agents to engage in any such conduct.

5. This document constitutes the entire agreement between the Deputy Director, Complainant, and Respondent, with respect to its subject matter. Any addition, deletion, or change to this Agreement must be in writing and signed by all parties to be bound by such addition, deletion, or change.

6. This Agreement is executed in settlement of the allegations made against Respondent in the Matter, and shall not be construed to otherwise limit the authority of the New Jersey Attorney General or the Deputy Director of the New Jersey Division on Civil Rights to protect the interests of the State of New Jersey or the people of the State of New Jersey.

7. If any portion of this Agreement is held invalid or unenforceable by operation of law, the remaining terms of this Agreement shall not be affected.

8. This Agreement shall be binding upon the parties to the Agreement and their successors. In no event shall assignment of any right, power or authority avoid compliance with the terms of this Agreement.

9. DCR shall have the authority to enforce the provisions of this Agreement in court, or to seek sanctions for violations thereof, or both.

10. Any signature required for the entry of this Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall together constitute one and the same Agreement.

11. Upon execution by all parties, including the Deputy Director on Civil Rights, this agreement shall operate as a complete and final disposition of the charges contained in the above noted Verified Complaint filed against the Respondent with the Division on Civil Rights, subject only to the fulfillment of all of the provisions of this agreement. Upon fulfillment of these conditions, the complaint shall be closed.

[SIGNATURE PAGE TO FOLLOW]

RESPONDENT(S):

Newton Housing Authority

Signature: _____

Print name: _____

Dated:

COMPLAINANT

Lysette Hernandez

Signature: _____

Dated:

Rosemary DiSavino, DEPUTY DIRECTOR
NEW JERSEY DIVISION ON CIVIL RIGHTS

Signature: _____

Dated: