

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 UPSCS 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