

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

April 11, 2022

(This is a condensed version of taped minutes of Regularly Scheduled Monthly Meeting of Newton Housing Authority Commencing at 5:10 P.M.)

ROLL CALL:

Present: Vice-Chairman Richard Bitondo
Commissioner Mary Ann Carlson
Commissioner Karen Crossley
Commissioner Wendy Vandermaas

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

Excused:
Chairman Maria Fiedorczyk

OPEN PUBLIC 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 New Jersey Herald & Star Ledger on December 14, 2021. The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have an 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 welcome and encouraged by the Newton Housing Authority to comment during the public comment portions 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.

FLAG SALUTE

APPROVAL OF MANAGEMENT SERVICES

Vice-Chairman Bitondo requested ED Snyder give a summary of management services. ED Snyder: NHA has to advertise legally in newspapers with general circulation whenever they go out to bid. Services that EXECUTECH (ED Snyder's company) provides is: Executive Director, maintenance services, clerical services – which have to be bid also. NHA/Chairperson issued a Request for Proposals. Executech submitted a proposal; ranked by NHA and want to award that contract to Executech. Contract provides for ED Snyder's services, averaging about 1-day/week coming here to oversee what everyone is doing. Also doing financial accounting, bookkeeping – not actual accounting but bookkeeping/financial records. As noted, there was an error in the office regarding tenants getting a HUD inspection. The Inspector that came around is ED Snyder's son – if your unit was inspected, it was him – the in-house inspection. We are required to do in-house inspection in addition to HUD inspections whenever they commence with that. We also provide maintenance men – they are here on Wednesdays, and Board decided to expand those services; in process now to interview and hiring maintenance man to be here every day of the week; probably 5 hours/day. Men now are here 5 hours/1 day a week. Also we will have on-call service in case of emergency at night. Tenants are now going through annual recertification process of your income and rents. Executech does that also – done annual, which is a HUD requirement. If your rent is going up as a result of that, it is HUD requirement.

PUBLIC COMMENTS – Agenda Items

ANN - #5N – Do we have to have a license for pets, especially if they don't go outside? ED Snyder: It's a government policy, written pet policy that every housing authority has to have; requires shots, whatever licenses required. ANN: Cat doesn't go outside. Discussion was that town requires it – about \$15.

APPROVAL OF MINUTES – March 14, 2022 Regular Meeting Minutes & February 14, 2022 Executive Session Minutes

Motion to approve March 14, 2022 Regular Meeting Minutes made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

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

Motion to approve February 14, 2022 Executive Meeting Minutes made by Commissioner Crossley; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Fiedorczyk

ADMINISTRATIVE REPORT – ED Snyder

Tenants being recertified and more than half recertifications are done. Many residents coming in to sign their documents now. All apartment inspections are completed – that was by March 18th. It helps us to know what is happening internally in their apartments – items not reported to be fixed, perhaps. Several apartments failed inspection; letters sent to tenants those items that need to be corrected. Mostly what failed was windows – cannot be opened. Maintenance men will be looking into trying to find parts. When we get parts, survey will be done to have residents tell us if they have bad window.

ELEVATOR REPAIR – actual repair of installing jack into ground was completed Friday. Elevator company is trying to set up an inspection, as we need final inspection from local Elevator Inspector; trying to set that up. Elevator company says Elevator Inspector wants NHA to replace “key switch for fire emergency” – now a new code. He won't pass NHA until NHA gets it; item is on agenda tonight – Change Order. Another one is “removal of sludge” – on agenda but will negotiate price – it's too high. When piston removed, much of the oil came up and like blubber, claiming that elevator company was mixing different types of oil, which it created. With new piston Inspector did not want to continue with tank with the oils – entire tank had to be drained; put new fresh oil in. Hoping to get them here this week as residents have been without 2nd one a long time.

PARKING LOT LIGHTING – it has been completed. MASONRY REPAIRS to apron in front, damaged curbing. Man assigned that contract – RVT from Paterson – couldn't be reached as contract termination contemplated – finally heard he was in hospital; and says he will reach out to me this week. We will set up a walk-through to make sure its being done properly, as garbage trucks drive over apron coming in and 5,000 psi needed of concrete and rebar in there, otherwise it will crack and fall apart again. Major problem we have is logistics of residents parking in lot while that's going on. Concrete takes 28 days to reach 95% of its maximum strength – so you want to stay off as long as possible. I want to meet with contractor and putting something down temporarily where tenants can drive over little curb at driveway. Guide-wire at telephone pole – I want to work on it to make easier for in/out safely. Commissioner Bitondo suggested having a representative from police department also there.

ROOF – After major rain storm we just had – with no leaks – ED Snyder was on roof today with roof repairman from Alpine Roofing, who fixes the leaks. A

representative from GAF was with him. GAF makes a coating that can go right over our roof. I'll get specifications on this product; got some recommendations. We do not know what we're going to do, but I might recommend NHA hire an architect to do public bidding documents to which way to go. Roofing contractor – Alpine – will give me a proposal for them to do an infrared study. They take infrared pictures; it will show where moisture is on roof; in the interim until big job done, maybe we can cut those areas out and patch that.

WATER SOFTENER in this building, which is not working right now. It is maintained by Culligan. They've given us a price to replace it -- \$27,000. At that price we need 2 other prices so Karen is working on it. \$27,000 is a lot of money, but we do need water softener, having to do with our heating equipment where it just ruins boilers.

STEAM BOILER people were here; they were inspected and passed, a good thing.

Reaching out to snow removal company – Gerber – last year we got hit with a large bill a year later; so we're reaching out to them this year as they've not submitted any bills.

Some preventative maintenance is being done – all supply lines on toilets are being replaced. There are still backups. ED Snyder spoke to Rot Rooter – he emailed me proposal he gave me a year ago to jet lines from roof all the way down to street – still waiting. I'll prepare Request for Proposal to jet lines from roof to help alleviate this problem; to come in 2 times a year and jet lines on first floor all the way out to street. At this age, the pipes are just clogged up.

CEILING TILES – they are replaced continuously; one right here was just replaced and already stained – there is schedule for going around again and replacing all damaged ceiling tiles.

BULBS replaced on all the floors with new LED bulbs; light much brighter.

PAINTING CONTRACTOR is coming in. Several units: 2A/3A/4B that will be painted soon. All of our units as of today are occupied; if not occupied we have someone who's agreed to take it.

SMOKE FREE BUILDING – all signs have to be hung up. Memo sent out to all tenants; getting some complaints and there will be follow-up. Two letters sent out as part of inspection – where it was apparent that smoking was going on in apartment. Letters sent and people were told that we will be doing inspections if it continues. First – verbal warning; then written warning; last step is a fine. All

residents understand if you are a smoker, its fine with ED Snyder, but neighbors don't tell you, they come to office saying someone is smoking and it's bothering us.

ACTIVITY PROGRAM – Spring Health Program will be here, scheduled for May 12th. Group coming in to speak with residents about what activities you want through County – held on March 17th. Tai Chi in May. County doing free – Senior Services.

PLANET NETWORK – survey sent to them for free wifi. ED Snyder spoke to Mr. Boyle. He's preparing a proposal for NHA, as there is a cost to do some wiring. ED Snyder changing to Roku to get rid of boxes – saving about \$10/month. There will be another meeting with Resident Association to discuss everything, hoping to get something free for residents.

Vice-Chairman Bitondo: NHA will go out for bid? ED Snyder: If infrared is just hundreds of dollars, it will be fine; but, if 3-5,000, it will be advertised.

OLD BUSINESS

Vice-Chairman Bitondo: Emergency Plan here adopted/approved back in 2011. In next few months, it will be updated; taking advantages of resource information collected including elevator provision that's already in place; everything in one place; connected with Office of Emergency Management in Newton, county officials, etc. ED Snyder worked on it today, updating phone numbers, etc. Next step it will be integrated – send in draft form to Commissioners for comments.

State of NHA Commissioners – need two Commissioners, Karen Crossley is filling an unexpired term, ending April 30, 2022 – need to get her reappointed by Town Council. ED Snyder reached out to people in Phillipsburg, Rick Turdo no longer a Commissioner here. Rick is not from the area; when we were struggling in order to hold meetings as we had no quorum, Rick stepped to the plate and volunteered to become a Commissioner, approved by Town Council. Rick wasn't healthy, experienced some medical setbacks recently, suffered death of his wife; currently in a nursing home. As a Board of Commissioners, I want to express our gratitude and perhaps send a plant to nursing home. ED Snyder will take care of it. V/C Bitondo: We need to clean up terms so we have correct progression of years with NHA. We have 2 openings. Commissioner need not be Newton resident; V/C Bitondo is not. V/C Bitondo and Commissioner Crossley know people that might be interested; one was a Commissioner ages ago. ED Snyder will check it all out regarding terms.

NEW BUSINESS

Vice-Chairman Bitondo: Has everyone filed their Financial Disclosure Forms?
Commissioner Vandermaas has not, but will do it ASAP.

RESOLUTIONS #2022-13 THROUGH #2022-16 (See attachments)

1. RESOLUTION #2022-13 – APPROVAL OF BILL LIST FOR APRIL 2022

Vice-Chairman Bitondo: Total bill is \$54,124.56; bill list in packet. Vice-Chairman asked about Times Herald Record – who is this? Paper of record is New Jersey Herald & Star Ledger. New Jersey Herald is owned by Gates, our local newspaper, which used to be Quincy, bought out by nationwide news media.
ED Snyder: I sent it to Star Ledger owned by Gannett. I will change it.

Motion to approve made by Commissioner Crossley; 2nd by Commissioner Carlson.

ROLL CALL:	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	V/C Bitondo	Yes
	Excused: Chairman Fiedorczyk	---

2. RESOLUTION #2022-14 – APPROVAL OF CONTRACT FOR PLUMBING SERVICES

V/C Bitondo: **BE IT RESOLVED** clause should be "plumbing services" not **masonry repairs**". This is hourly rates - \$96 and \$76.

Motion to approve made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

ROLL CALL:	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	V/C Bitondo	Yes
	Excused: Chairman Fiedorczyk	---

3. RESOLUTION #2022-15 – APPROVAL OF EXECUTIVE DIRECTOR/MANAGEMENT SERVICES

Amount is: \$228,540.00 – ED Snyder provided summary earlier tonight.

Motion to approve made by Commissioner Vandermaas; 2nd by Commissioner Crossley.

V/C Bitondo: Proposed amendment to Resolution #2022-15: **Upon approval that the contract be subject to review as to form, substance and law by the Housing Authority attorney Feinstein Raiss & Kelin.** We work with Tracy Goldstein. It will require another motion and second; not diminishing quality of proposal in any way. ED Snyder would normally make recommendation, but can't do that. This then has the proper checks and balances; imperative that we have attorney review before we put contract in place.

RESOLUTION #2022-15 **AMENDED** – APPROVAL OF EXECUTIVE DIRECTOR/MANAGEMENT SERVICES

Motion to approve Resolution #2022-15 amended made by Commissioner Crossley; 2nd by Commissioner Carlson.

ROLL CALL	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	V/C Bitondo	Yes
	Excused: Chairman Fiedorczyk	---

4. RESOLUTION #2022-16 – APPROVAL FOR CONTRACT FOR CUSTODIAL SERVICES

Vanguard Cleaning Systems, Mountain Lakes, N.J. for basic monthly service @ \$500; unit turnover - \$200; carpet shampooing -\$1,999.

Motion to approve made by Commissioner Crossley; 2nd by Commissioner Carlson.

ROLL CALL	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	V/C Bitondo	Yes
	Excused: Chairman Fiedorczyk	---

ED Snyder: There is a new agenda. Dollar amount on bill list and there are change orders. Residents have correct agenda.

5. RESOLUTION #2022-17A – APPROVAL OF TWO CHANGE ORDERS FOR EXCEL ELEVATOR – KEY SWITCH @ \$2,502.18

Vice-Chairman Bitondo: These amounts adjust contract from \$70,405 to new contract of \$84,316.36. There will be 2 resolutions, and subject to ED Snyder negotiating price.

Motion to approve Resolution #2022-17A made by Commissioner Vandermaas; 2nd by Commissioner Crossley.

ROLL CALL	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	V/C Bitondo	Yes
	Excused: Chairman Fiedorczyk	---

6. RESOLUTION #2022-17B – APPROVAL OF CONTRACT FOR REMOVAL OF OIL @ \$11,409.18 (Subject to ED Snyder negotiations with Excel Elevator)

Approval by Board of Commissioners subject to not exceed \$11,409.18.

Motion to approve made by Commissioner Crossley; 2nd by Commissioner Carlson

ROLL CALL	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	V/C Bitondo	Yes
	Excused: Chairman Fiedorczyk	---

PUBLIC COMMENTS – GENERAL ITEMS

BEVERLY – 3W – Proposal for wifi. Is that going to be using cable system or something else? ED Snyder: Planet Network. Robert Boyle, President, brought this up, now waiting for proposals from him to tell us exactly what that is; what do we need to do to effectuate it. We'll have a meeting with all residents to explain it. Beverly: Cables in here are antiquated. Internet service here was to be 300 mgs; I'm now getting less than 50 mgs. ED Snyder: We looked at this with Mr. Boyle; sometimes tenants lose their internet/television. Building is wired oddly. Bring wire into apartment, then jump off that wire to each apartment down below. By the time you get to end of coaxial cable, you're not getting what you paid for; not getting real HDTV and not getting speed of internet. Current cable provider was in and they talked about possibly changing this, but expensive, so no one wants to tackle it. Planet Network knows this. Proposal from him to us is to rewire building. We will have to wait to cross that.

GEORGE – 2P – Bill submitted to ED Snyder for ceiling fan of \$79.94; ED Snyder: it was approved tonight on bill list, and approved bills for processing. Next step is they overnight it to us and will have by Friday and then 2 Commissioners come in and sign check. Check should be done by Monday.

PHYLLIS – 5M – Pole at front of property, which is town owned, but wood around it crumbling and rocks are coming out. If that pole goes down it will be a problem. Something should be done; it's dangerous. V/C Bitondo: That would be utility company. ED Snyder: Will look at it. We're talking about removing guide wire so that people can get in/out of parking lot. Wire itself into ground with a concrete sleeve.

KATHLEEN – 2L – Is it possible to get more tar to fill up potholes. ED Snyder: We will take care of that. It's on my list.

Vice-Chairman Bitondo: Request for Proposals for Capital Needs Assessment ED Snyder: We are looking at Capital Needs Assessment, which tells NHA what needs to be fixed in building now and over next 20 years. We did RFPs, but not industry-wide – thus no proposals. One architect was contacted and I spoke with him; did a new RFP due May 22nd; gave him guidelines. FHA mortgages for big buildings – it's a map assessment and part of map assessment is you do Capital Needs Assessment – very specific tool. He will look at it to see if he's interested; then sent to people I've dealt with around the country – big firms, and one now in Jersey City, who specialize in this. Good response should come this time.

V/C Bitondo: That is Step #1, part of our Voluntary Conversion. Can you give us your thinking as to what timeline will be, assuming we're able to act upon the Capital Needs Assessment proposal and have someone hired to do that. ED Snyder: As tenants know, talked about this for a year now – Asset Repositioning; various tools that HUD has. One is Streamline Voluntary Conversion, numerous other ones out there also. In order to apply for those funds or to convert under that program, you have to have a Capital Needs Assessment done. We'll get that in May. As mentioned in my contract now is to take care of Streamline Voluntary Conversion. Just to let you know my experiences: I've done most of the RAD conversions in New Jersey. There are 86 housing authorities and my company probably did 30, including Newark Housing Authority.

If we get response in May; award contract in June; it will take him a few months and in that window we are required to meet at least 3 times with residents – to explain what it means to them; I will run some numbers/report back to you as to what I think we can leverage in terms of dollars and what work we'll be able to do. Under streamline conversion, which I hope will work here, it will give NHA maximum amount of money – cash flow – to be able to take a big loan - \$10

million perhaps. Problem is I have to convince residents to sign off on their voucher to make it from **tenant based** to **project based**. Other option is a **blend**. A new product allowing you to take a percentage based upon how much rehab work you're doing, allowing you to do certain amount of higher rents and still be able to achieve a goal of doing some work, but not as much as streamline conversion. I'll weigh all options, put on paper and report back to everyone in this process. V/C Bitondo: We have sufficient funds on hand to fund Capital Needs Assessment. ED Snyder: Yes. What this all means to residents without getting into details is: we're trying to participate in a program that is going to allow NHA to achieve more monthly cash flow so we can go out and borrow millions of dollars to do the things that need to be done here: roof, windows, HVAC, parking lot. This building is of an age that it's tired, which is what is Board looking to do through this program. This whole process to get through is two years – can't get to end until you start it.

ANN – 5N – Please turn heat down, some apartments are 88 degrees. ED Snyder: It was brought to my attention to turn heat off this Friday, but concerned we will have some more bad days. I'm thinking next week.

ADJOURNMENT

Motion to adjourn made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Excused: Fiedorczyk

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber