

# NEWTON HOUSING AUTHORITY

## AGENDA

**Date: Monday, April 11th, 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  
Wendy Vandermaas  
Karen Crossley

### 3. ANNOUNCEMENT 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:

- a. March 14, 2022, Regular Meeting
- b. March 14, 2022, Executive Session

### 6. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

7.

### 8. OLD BUSINESS

### 9. PUBLIC COMMENTS-Agenda Items

## 10. NEW BUSINESS

## 11. RESOLUTIONS

### **RESOLUTION #2022-13, Approval of Bill List for the April 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:

1. That the attached list of bills for April 2022 meeting in the amount of \$54,124.56 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 #2022-14, Approval of Contract for Plumbing Services**

**WHEREAS**, the Newton Housing Authority has a need for various HVAC and plumbing 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 two (2) bids, on 4/6/22, 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:

TGM Services  
405 Warren Street  
PO Box 687  
Hackettstown, NJ 07840

In the amounts of:

HVAC/Plumber	\$96.00
Helper	\$76.00

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute all documents necessary to effectuate this contract.

## **RESOLUTION #2022-15, Approval of Executive Director/Management Services**

**WHEREAS**, the Newton Housing Authority has a need for Executive Director/Management Services to comply with state law and maintain/manage 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 one (1) proposal, on 3/30/22, in response to its duly published Request for Proposals; and

**WHEREAS**, the Chairperson has reviewed the proposal and has determined that the contract should be awarded to Execu-Tech, Inc; NOW THEREFORE

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that a contract for Executive Director/Management Services be hereby awarded to the lowest responsible bidder:

Execu-Tech, Inc

20 Marin Lane

Manahawkin, New Jersey

In the amount of \$228,540.00

**BE IT FURTHER RESOLVED** that the Chairperson is authorized to execute all documents necessary to effectuate this contract.

## **RESOLUTION #2022-16, Approval of Contract for Custodial Services**

**WHEREAS**, the Newton Housing Authority has a need for custodial services to clean and maintain 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 3/16/22, 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 lowest responsible bidder; NOW THEREFORE

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that a contract for Custodial Services be hereby awarded to the lowest responsible bidder:

Vanguard Cleaning Systems

115 Rt. 46 West, Suite A-8

Mountain Lakes, New Jersey 07046

In the following amounts:

Basic Monthly Service	\$500.00
Unit Turnover	\$200.00
Carpet Shampooing	\$1,999.00

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute all documents necessary to effectuate this contract.

### **RESOLUTION #2022-17, Approval of 2 Change Orders for Elevator Repair**

**WHEREAS**, the Newton Housing Authority approved a contract with Excel Elevator to repair car #2 at Liberty Towers that stopped working due to a leak in the elevator jack that caused an emergency situation; and

**WHEREAS**, Excel Elevator had to remove all oil from the hydraulic tank due to excessive sludge accumulation that would have damaged the newly installed elevator jack; and

**WHEREAS**, Excel Elevator has informed the Housing Authority that the elevator inspector is requiring that the Housing Authority install a new fire service key switch; and

**WHEREAS**, the elevator inspector's approval is necessary to place the car back into service; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that change orders number 1 and 2 to the elevator contract are hereby approved as follows:

Original Contract:	\$70,405.00
Change Order #1 (Key Switch)	\$2,502.18
Change Order #2 (Oil Removal)	\$11,409.18
Adjusted Contract Price	\$84,316.36

### **PUBLIC COMMENTS-General Items**

#### **12. EXECUTIVE SESSION (if necessary)**

#### **13. ADJOURNMENT**

#### **Attachments:**

- a. April Bill List
- b. Execu-Tech Proposal/Itemization
- c. Plumbing Bid Tabulation
- d. Custodial Bid Tabulation
- e. Resident Notice on Apartment Insurance
- f. Letter to Dr. Kevin Shaw
- g. Resident Notice on Use of Candles
- h. Audit Synopsis Publication
- i. Vacant Unit List & Follow-up status
- j. Elevator proposals (#1 & #2)

