

# NEWTON HOUSING AUTHORITY

## AGENDA

**Date: Monday, June 13th, 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. May 9th, 2022

### **6. ADMINISTRATIVE REPORT**

Executive Director's Report & Discussion

### **7. OLD BUSINESS**

### **8. PUBLIC COMMENTS-Agenda Items**

### **9. NEW BUSINESS**

## 10. RESOLUTIONS

### **RESOLUTION #2022-14, Approval of Bill List for the May 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 June 2022 meeting in the amount of \$99,040.17 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 #2022-15, Contract Award Drain Cleaning**

**WHEREAS**, the Newton Housing Authority has a need to clean all drains at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

**WHEREAS**, the Housing Authority's Procurement Policy requires that the Authority obtain 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 two (1) proposal, on 5/25/22, 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 lowest responsible bidder; **NOW THEREFORE**

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

Sussex Sewer Service  
PO Box 915  
Sparta, New Jersey 07871

In the amount of: \$7,365.00

### **RESOLUTION #2022-16, Contract Award Infrared Roof Study**

**WHEREAS**, the Newton Housing Authority has a need to survey its' roof at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

**WHEREAS**, Liberty Towers has been experiencing leakage in numerous areas of the roof which require investigation to determine if the roof can be repaired; and

**WHEREAS**, the Housing Authority's Procurement Policy requires that the Authority obtain 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 5/25/22, 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 lowest responsible bidder; NOW THEREFORE

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

Alpine Roofing, LLC  
PO Box 379  
Sparta, New Jersey 07871

In the amount of: \$4,350.00

### **RESOLUTION #2022-17, Contract Award Capital Needs Assessment**

**WHEREAS**, the Newton Housing Authority desires to participate in HUD's Rental Assistance Demonstration Program (RAD); and

**WHEREAS**, the RAD Program requires that the Housing Authority perform a Physical Condition Assessment as part of the RAD conversion; 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 two (2) proposals, on 5/25/22, 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 proposal; NOW THEREFORE

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that a contract for a Physical Condition Assessment be awarded to:

HQW  
14 North Village Boulevard, Suite C  
Sparta, New Jersey 08871

In the amount of \$40,000.00

### **RESOLUTION #2022-18, Contract Award Gazebo**

**WHEREAS**, the Newton Housing Authority desires to replace a gazebo that is in a state of disrepair; and

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

**WHEREAS**, the Housing Authority received three quotations for replacement of the gazebo; and

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

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that a contract for a replacement of the gazebo be awarded to:

Lancaster County Backyard  
211 S. New Holland Road  
Kinzers, Pa. 17535

In the amount of \$4,600.00

### **RESOLUTION #2022-19, Contract Award for Paving**

**WHEREAS**, the Newton Housing Authority desires to replace the asphalt driveway from the street to the loading dock area; and

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

**WHEREAS**, the Housing Authority received three quotations for replacement of paving; and

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

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

Parking Lot Services  
42 Maple Terrace  
Hibernia, NJ 07842

In the amount of \$11,480.17

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

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

#### **12. ADJOURNMENT**

#### **Attachments:**

- a. June Bill List
- b. Vacant Unit List & Follow-up status
- c. Proposal Tabulations
- d. RAD Presentation

