

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

May 9, 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: Chairman Maria Fiedorczyk  
Commissioner Mary Ann Carlson  
Commissioner Karen Crossley  
Commissioner Wendy Vandermaas

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

Excused: Vice-Chairman Rick Bitondo

**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**

## **PUBLIC COMMENTS – AGENDA ITEMS**

LAURA M – 3H – When will they do inspection of elevator? ED Snyder will report on that as part of his Management Report.

## **APPROVAL OF MINUTES – APRIL 11, 2022**

Motion to approve made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Bitondo

## **ADMINISTRATIVE REPORT – EXECUTIVE DIRECTOR**

ED SNYDER: Recertifications of tenants' income is about 80% done. Apartment inspections completed: list of items needing repair. Many windows don't work – pick up and they fall down. Starting today a full-time maintenance man will be here every day to make repairs. Man has extensive background in maintenance: electrician/plumber/carpenter and spent many years installing windows. Going into a back room he found parts for windows – he will do so many at a time. Should you have a problem window, put your name on the list.

ELEVATOR – ED Snyder having arguments with elevator company; unhappy! Several Change Orders approved last month; tried to negotiate one – no negotiating for removing oil. Change Order on for tonight for another \$8,531.90. After all the work, elevator put back in service; been inspected and elevator not leveling to floor. Pictures were included with Change Order sent to Commissioners. Elevator pump, I'm told, now has to be replaced because of bad oil that was in there – now fouling up. ED Snyder feels NHA has no choice in the matter. Question is where do we move on with the elevator once it's repaired. Do we get another elevator company or not; not happy with them. Email sent to all Commissioners was "cc-ed" to Larry Sicanti (ph.) from Excel Elevator to tell him, not happy with you; not happy with fact it seems you bid a certain amount and after the fact, there's another 15-\$20,000. We will discuss potentially changing companies, but need to get elevator back in service. Suggesting Board approve Change Order as we have no choice.

1. RESOLUTION #2022-18 – APPROVAL OF CHANGE ORDER TO REPLACE VALVE ON ELEVATOR - \$8,531.90

Motion to approve made by Chairman Fiedorczyk; 2<sup>nd</sup> by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Bitondo

ED SNYDER: Hopefully, they'll replace valve and put elevator back in service.

**Masonry work:** Concrete in front of building: man was in hospital and have a pre-construction meeting next Wednesday with him to discuss how tenants can get cars

in/out of parking lot while damaged sidewalk is replaced. I went around back of building today with Joan, who injured herself on these rising concrete areas; many areas need to be replaced – curbs sunk, tripping hazard everywhere. As part of Streamline Conversion, ED Snyder suggests all curbing and everything be replaced.

**Water conditioner-softener** has been out and unable to get 3 prices. Price to replace is 7-\$8,000; today ED Snyder issued formal Request for Bids and was advertised.

**Boiler inspection** from Hartford Steam Boiler – 1 infraction, which is being resolved and that violation will go away.

**Key fob system** to get in/out of building and is on the fritz; no longer can make any key fobs. Office giving out old ones that we have. Company who works on it is giving NHA a quote to replace the system. Computer crashed. We need company that has it, to do it as there's a box that has all the data in it and it has to be extracted from there into new computer. Only one who can do it, apparently, is that man.

**Pot holes in parking lot** – NHA has authorized landscaper to do that and has been scheduled to fix pot holes as they are getting worse.

**Spring cleaning** – we are going to have all carpeting in building shampooed on May 16<sup>th</sup>. Power washing porch area out front and cleaning all the windows. With new maintenance man, there will be a program to replace all the tiles in ceilings that are damaged throughout the whole building.

**Signs for No Smoking** – if you remember, we had to be in compliance. We've changed our policy – signs are here and maintenance man will be posting them around our property.

**Gazebo** - It is damaged and falling apart. Joan is to set up a meeting with smokers.

**Activities** – Today NHA celebrated Jenny Switzer's 105<sup>th</sup> birthday. It was a surprise and very, very nice.

There will be a Spring Health Fair here on Thursday, May 12<sup>th</sup> between 2 PM-4 PM. There is also Coffee Time – Kathy Esposito doing it every day between 8 AM-10 AM. A donation is made and seems to be going very well.

There will be a pasta dinner supporting the Boys Scout Troop #85 on May 21<sup>st</sup>, Saturday, between 5 PM-8 PM. Dinners will be delivered to seniors - \$5.00 per person. It is Commissioner Vandermaas' son's troop.

United Health Care is coming May 26<sup>th</sup> at 11 AM to discuss different health insurance plans; providing activities and snacks. Everyone will know about it. There is a great turnout when snacks are provided.

Tai Kwan Do will be here available through County – Moving for Better Balance – in our Community Room every Tuesday and Thursday beginning May 3<sup>rd</sup> to October between 11 AM – 12 PM. Please spread the word and register in advance for that. (It already started.)

Resident Association Meeting is May 11<sup>th</sup>. A notice was sent out.

Planet Network on free wifi. No word back yet from Mr. Boyle. There is a cost and will get back to me when he knows something.

**Vacancies** – Currently here there is one vacancy that's being painted and possibly someone already filling that unit.

**HUD Website for RAD** – Link sent to Commissioners. There will be a meeting coming in the next 2 months with tenants regarding either Streamline Voluntary Conversion or a mixture of "The Blend" – a new program by HUD and going to allow NHA to convert this public housing program to a different subsidy format Section 8. Nothing will change for residents, but it's going to allow us to be able to leverage money to make repairs to the building. ED Snyder will prepare Power Point presentation – having at least 2 meetings with all residents. Snacks again, invite Board members also and be at different times so we can explain what's going on. At that time, ED Snyder will ask everyone in writing for comments on suggestions what should be done, etc. Moving ahead with that this year. NHA out for proposals from engineering firms that are going to do an assessment for the Board with a list of all work items that need to be done. From my previous reports, you all know this building needs a lot of work. It usually takes 2 years just to get through the process and do the construction work.

**2<sup>nd</sup> Covid Booster Shot** - Messages have been left with County about 2<sup>nd</sup> booster shot availability.

## **OLD BUSINESS**

Commissioner Vandermaas reported that she, ED Snyder and Commissioner Carlson all went to Atlantic City for a conference last week. They attended many informative seminars and learned quite a bit about Public Housing; met very nice people, had fun and it was very worthwhile. There is another one in November 2022 also.

## **PUBLIC COMMENTS**

MARILYN MILLER – 4L – If man coming in to repair window and get it open, would tenants be able to wash back of window while he's doing there. Could we talk about it?  
ED SNYDER: Commissioner Vandermaas is getting prices from window washing companies; trying to set up registration in our office. Price was very expensive and I didn't think many would sign up - \$20-25/window.

ANN – 5N – Her window slides and can slip out. ED SNYDER: Probably your windows were not properly tightened, because those clips you're clipping are screws; they should be screwed down tight. A special tool is needed just to put air-conditioners in.

LAURA – 3H – If her window can't be opened, they might replace it? ED SNYDER: Call the office and put a work order; specifically stating that window and he will look at it. Most of the windows are falling down – balance on side of window can be adjusted with tension. If it's just tight, perhaps lubrication.

KATHLEEN – 2L – If we see man in hallway, can we just ask him to fix window if it's stuck or a work order is needed? ED SNYDER: Go to office as it has to be in computer system, because purpose of Work Order is it tells us the items that are broken in building, so we know what long-term needs to be replaced. Just call office, you don't need to come down. CHAIRMAN FIEDORCZYK: You will have a better response now because someone is here 5-days a week, but work order still needed.

## **NEW BUSINESS**

CHAIRMAN FIEDORCZYK: Commissioner Carlson took me out to look at gazebo. Is it possible to do wooden one like the one in back, as this other is plastic. ED SNYDER: Question is do you want another gazebo or do away with it. (Major discussion followed with various opinions.) Smokers use it all the time. Other gazebo is too difficult for some people to get there.

Question was could covering be put over benches in front of building. ED SNYDER: Is it more than 25' from entrance? If it doesn't meet the requirements of "no smoking", then it's no. It is 25' from sidewalk – people walk from sidewalk to entrance. Issue with gazebo here is: they're saying it's not 25' from building as there is a walkway. As people come in, it's in violation of No Smoking Act. **It is any entranceway.** Technically, they should not be smoking in there. We will check with non-smokers again and see what they say. CHAIRMAN FIEDORCZYK: Yes, I like the gazebo out there. ED SNYDER: Places make sheds and gazebos; I can choose a size and get a price from a few companies. They will deliver and install. (Board members all agreed yes, check it out.) Gazebo is falling apart. (More discussion ensued; picnic tables suggested; No Smoking signs will be installed soon.)

GEORGE – 2P – His window is facing gazebo and can where cigarettes are disposed is very smelly; not emptied; smell travels to his window. CHAIRMAN FIEDORCZYK: We will keep working on this and come to a resolution that will be pleasant to everybody. ED SNYDER: Will get price for a new gazebo and picnic tables to be placed on grass in the shade. CHAIRMAN FIEDORCZYK: Perhaps put stone down in the picnic area; make an area pleasant for non-smokers.

GEORGE: Landscapers are careless when using weed whackers and debris blown all over cars. ED SNYDER: Will speak to him and if it continues, let ED Snyder know.

SUE – 4B – Vents in hallway have never been cleaned. CHAIRMAN FIEDORCZYK: With new employee, there will be a walk-through of the building, identify areas that need to be attended to and a list compiled. ED SNYDER: Vents will be turned on soon; not on in winter as people say its too cold in hallways. They will be turned on now and hopefully will help with tenants complaining about smoke as that provides pressurization and air flow through building. Regarding the inspection of apartments: there were apartments where we felt people were smoking in their apartments. Letters were sent to them; told them that they have to cease smoking otherwise they're subject to being fined. There will be a follow-up. When a tenant complains, we go check. Sue also discussed about heat vent on roof and people called to turn it off in October.

**PAYMENT OF CLAIMS – MAY 2022**

2. RESOLUTION #2022-19 – APPROVAL OF BILL LIST FOR 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 May 2022 meeting in the amount of \$107,780.10 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 payment of claims made by Commissioner Crossley; 2<sup>nd</sup> by Chairman Fiedorczyk. There was a check for Commissioner Carlson in the amount of \$296.85 also approved.

ROLL CALL:	Chairman Fiedorczyk	Yes
	Commissioner Vandermaas	Yes
	Commissioner Crossley	Yes
	Commissioner Carlson	Yes
	Commissioner Bitondo	Excused

(Commissioners Vandermaas & Carlson abstained on vote regarding them receiving checks.)

**ADJOURNMENT**

Motion to adjourn made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Excused: Bitondo

Respectfully submitted,

Deborah L. Alvarez – Secretary/Transcriber

Meeting adjourned at 5:45 P.M.