

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

June 13, 2022

(This is a condensed version of taped minutes of the Regularly Scheduled
Monthly Meeting of the Newton Housing Authority
Commencing at 5:05 P.M.)

ROLL CALL:

Present: Chairperson Maria Fiedorczyk
Vice-Chairman Rick Bitondo
Commissioner Mary Ann Carlson
Commissioner Karen Crossley
Commissioner Wendy Vandermaas*

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

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 the New Jersey Herald and Star Ledger on December 14, 2021. New Jersey Open Public Meetings Law was enacted to ensure the rights 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.

FLAG SALUTE

PUBLIC COMMENTS – Agenda Items – nothing at this time

APPROVAL OF MINUTES – May 9, 2022

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

VOTE: AYES/All Present Commissioners (4) Not present at vote: Vandermaas*

EXECUTIVE DIRECTOR'S ADMINISTRATIVE REPORT

97 Percent of all recertifications of tenants' incomes have been completed. Apartment inspections completed also on June 18th. Follow-up with letters regarding things to be done; 2 units noticed where people were smoking—they received letters (cigarettes in ashtrays).

Elevator was repaired; out of service again. Elevator company notified today that unless it's fixed 100% by this Friday, new company will be called in, as it is not leveling. Every time they send new repairman, it's an item that they replace. Today was thermostat saying something wasn't heating up properly. When email was sent, response said their top troubleshooter will be here first thing in morning. Two other times they never showed up. Maybe recommendation will be to terminate contract and move on to someone else; particularly, if someone has to come in to diagnosis why this elevator isn't self-leveling.

New maintenance man, Ed, who was thinking of leaving, but he's decided to stay; very talented, damaged benches outside had wood all replaced; done drywall repairs; replaced all ceiling tiles that were bad. Ed has ordered parts for tenants' windows – doing 5-6 units already replacing ballast, but doing all of them.

A large auger has been ordered for drain cleaning as Ed can do drain cleaning right to the street and will do as much as possible in people's apartments.

Masonry work outside, apron, is done. Curbing work is done; wall cut and made shorter. Tonight we have proposals to replace asphalt coming from driveway coming in to the loading dock as there was a pothole we were going to fix; it will be milled down doing it in phases or move on from there. Work is good and no

cracking. Police were to aid in traffic control; JCP&L moved guide wire so plywood could be laid down; tenants rode over curb, and were able to get into parking lot.

NHA has React Inspection from HUD – HUD comes in (private contractor coming in at end of June or next week).

Proposal is ready for Always Safe Sidewalks, who grind down curbs and sidewalks; probably not done before inspection. It might be cited. We are looking for 2 more quotes. Might have to advertise; cost is over \$6,000, just to grind down all sidewalks/curbs so NHA meets React requirements.

Sprinkler system inspected/tested. Air turned on May 31st in building. There was a problem with one of the circulating pumps; new one ordered; 6 week lead time on that. We had boiler inspection done; a valve has to be replaced – it was a violation from the State when inspection was done.

Our annual generator maintenance was done - \$894. They noticed that boiler was missing a heater on engine; that generator unless it has a heater on it, when there's really cold weather, it won't start. It was burnt out. \$400 for replacing.

Entering doors here or from loading dock area, there is a problem with card readers and NHA having problem with entire key system. Computer that has all tenants' names no longer works. We are getting prices to repair that, and at same time fobs have been given out to people – family members have fobs/not a lot of control here and that's one way of security control for coming and going. Tonight there is a proposal for new system. These doors here are beeping – annoyance and not working properly. This will change readers on it and should take care of that problem. All tenants will go into computer, get new fobs, better security in terms of that; magnetic locks on our doors will be replaced in terms of security.

More quotes are coming in for NHA closed circuit television equipment. ED Snyder got it running when he first came here, but picture quality is terrible and does not work correctly; won't record for any length of time. We can see live but not record for more than 5 minutes. New systems are good.

Rest of potholes are going to be scheduled to be fixed, mostly in back – landscaper will do it. Flowerbox in front of building will be replaced.

Carpet cleaning has been done throughout building. Power washing – we need price for doing porch in front. Painter giving me a price to paint mechanical room floors, all cleaned out, nice and neat. Junk removed. When floors are painted, room looks very professional.

Ceiling light covers have been replaced in several areas by new maintenance man. We talked about new picnic table for outside; problem is by time we get it delivered, summer will be over, and would be on grass. Perhaps we will decide to put pavers or concrete down in another area. Gazebo is being replaced – got several prices and Amish company bringing a prebuilt one, install it and then decide smoking/non-smoking.

Maintenance man has hung all **no smoking signs** throughout building; which follows policy of HUD.

Several activities going on: celebrated Jennie Switzer's 105 birthday; April 12th was health fair here; pasta dinner supported by Boy Scouts - \$5.00/donation and had good turnout; United Health Care discussed health insurance on May 26th with activities and snacks. They will schedule another session in June. County has tai chi – moving for better balance class that began June 3rd – ending October 12th – every Tuesday/Thursday at 11 AM-noon – registration in advance.

Meeting next week at 10 AM with all residents – re: first presentation on Rental Assistance Demonstration Program – requirement to get tenants involved – ED Snyder will be doing that. Also on agenda is resolution approving physical condition assessment, part of that process also. That tells what cost of all work at NHA will be and prioritize what we want to do based upon financing. Then another meeting with residents telling them what is being planned.

OLD BUSINESS

VICE-CHAIRMAN BITONDO: Two items: has attorney reviewed Executech Contract – any input received; as we approved Resolution contingent upon lawyer's approval. ED Snyder answered no, not yet, but will call her Wednesday when back in the office.

Emergency Management Plan – it might be advisable to set up timeline for comments from Commissioners; input from Office of Emergency Management and ultimately approval of Resolution – probably a few months away from when it's in place, but to set some timeline. ED Snyder will send out copy to everyone for a date on comments, including OEM, so they can comment; and send notice to residents. V/C BITONDO: Probably September we'd be ready to roll as July there is no meeting. There is draft in place.

PUBLIC COMMENTS – GENERAL

JOSEPHINE - #5G – Doors are extremely heavy; is it possible to put automatic door on “community room”. Very difficult to get out when in a wheelchair; in is tougher with wheelchair. People with walkers having same problem.

GEORGE - #2P – Hallway on 2nd floor – doors and walls have been hit by wheelchairs, jazzies, looks sad. ED Snyder getting prices on that.

ANN - #5N – She was in ambulance last week, ambulance could not make a left due to cars parked on street. Is there any way cars can use their driveways?

CHAIRMAN FIEDORCZYK: Town has parking on one side of street. Perhaps go to Town Council meeting to make Council aware of situation; why hasn't Rescue Squad, and Fire Department brought it to their attention. ED SNYDER: Will create a petition for tenants to sign and then send to Mayor & Council. Ann, please come to office on Wednesday, will get it created, and you take it around to tenants. If enough sign it, then ED Snyder will send under cover of his signature to Mayor & Council that residents are concerned about this. Perhaps I will take photos during day to actually show them the problem. V/C BITONDO: It's become a busy thoroughfare since Spring Street became one-way.

KATHLEEN - #2L – Will NHA get any money back from the elevator company that hasn't done a good job? ED SNYDER: I'm working on it.

PHYLLIS – #5M – On 5th floor, rug just outside of elevator is unraveling; people's walkers are getting caught in it. Strip needed across to hold it down.

ELLEN - #5K – This floor – at elevator that's not working, there is rug that has uplifted. ED SNYDER: I think it's being repaired already, but will check.

LYNETTE - #3T – Needs help, had cancer appointment and her last cancer appointment was in November. She can't get medical transport to Hudson County. She believes she is in the wrong housing authority and should be closer to her doctors. (Extensive discussion regarding her problem amongst Commissioners and tenant.) CHAIRMAN FIEDORCZYK: Get on lists at Hudson County Housing Authorities. COMMISSIONER CROSSLEY: Get doctors in this area and medical transportation will be available.

JOSEPHINE - #5G – Has Medicaid, but medical bus doesn't come on time. One time recently arrived 2 hours late; came with Ford Taurus and Josephine in wheelchair, needs lift. Told her they didn't know that. Is it possible for someone to speak with them to be on time. CHAIRMAN FIEDORCZYK: Board will speak together after meeting to ask someone from County Social Services or Transportation to visit NHA and speak with residents to see what can be provided; how to go about scheduling appointments, etc. Sussex County Transit will take you to doctor appointments, as I've used it for my mom in a wheelchair. Once we gather information for tenants, we will make all of it available to see if that will make a difference. COMMISSIONER CROSSLEY: Do

you see local doctors? JOSEPHINE: Yes, doctor in Sparta. COMMISSIONER BITONDO: Get County here.

JOYCE - #2D – Transport she has always used is on a new computer system, it has messed up everything; had to wait 90 minutes; called 3 times. Dispatcher kept saying they're on their way. Entire thing not run like it previously was.

JOAN - #2U – Key fobs. Previously, we paid \$15 for fobs when we moved in. She purchased 2 – herself/daughter. Are 2 possible again: COMMISSIONER BITONDO: Guidelines need to be set as security is important. They can't be randomly distributed. (Discussion among Board members; will be discussed further.)

NEW BUSINESS – nothing at this time

RESOLUTIONS #2022-20 through #2022-26

1. RESOLUTION #2022-20 – APPROVAL OF BILL LIST FOR JUNE 2022 MEETING

Motion to approve bill list in amount of \$99,040.17 made by Commissioner Crossley; 2nd by Commissioner Bitondo.

VOTE: AYES/All Present Commissioners (5)

2. RESOLUTION #2022-21 – CONTRACT AWARD FOR DRAIN CLEANING

Motion to approve bill for Sussex Sewer Service in amount of \$7,365 made by Commissioner Bitondo; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

3. RESOLUTION #2022-22 – CONTRACT AWARD FOR INFRARED ROOF STUDY

It is a study of the roof to see if it can be repaired or needs to be replaced – exactly where are the leaks. Commissioner Bitondo: If NHA doing any major overhaul of HVAC system, new roof installed and everything worked around existing infrastructure, if we do EPDM membrane roof then what happens? There's no opening on the roof that may no longer be needed, if we have a new HVAC system. ED Snyder: It's sitting on roof and lifted up; put little pads under legs; really only duct work; not complete system, just replaced components; duct work wouldn't be replaced. This will tell us where it leaks and able to repair areas that leak until we do RAD; then do all replacements. There are several areas now leaking and hard time pinpointing them. Commissioner Bitondo: This won't result in new roof, just result in prognosis where leaks are.

Motion to approve bill for Alpine Roofing in amount of \$4,350 made by Commissioner Crossley; 2nd by Chairman Fiedorczyk.

VOTE: AYES/All Present Commissioners (5)

4. RESOLUTION #2022-23 – CONTRACT AWARD FOR CAPITAL NEEDS ASSESSMENT

Motion to award contract to HQW in amount of \$40,000 made by Commissioner Bitondo; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

5. RESOLUTION #2022-24 – CONTRACT AWARD FOR GAZEBO

Motion to approve purchase of new gazebo from Lancaster County Backyard in amount of \$4,600 made by Commissioner Crossley; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (5)

6. RESOLUTION #2022-25 – CONTRACT AWARD FOR PAVING

This will be from Liberty Street to loading dock.

Motion to approve paving in amount of \$11,480.17 to Parking Lot Services made by Chairman Fiedorczyk; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

7. RESOLUTION #2022-26 – CONTRACT FOR ABCODE SECURITY FOR KEYFOB SYSTEM

Motion to approve ABCode Security to provide key fob system in amount of \$7,866 made by Commissioner Crossley; 2nd by Commissioner Bitondo.

VOTE: AYES/All Present Commissioners (5)

ADJOURNMENT

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

VOTE: AYES/All Present Commissioners (5)

Meeting adjourned at 5:55 P.M.

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber