

NEWTON HOUSING AUTHORITY

AGENDA

Date: Monday, August 29th, 2022

Time: 5:00 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

2. ROLL CALL

		Term of Office
Chairperson:	Maria Fiedorczyk	5/1/20-4/30-25
Vice-Chairman:	Richard Bitondo	11/1/17-10/31/22
Commissioners:	Mary Ann Carlson	5/1/19-4/30/24
	Wendy Vandermaas	5/1/18-4/30/23
	Karen Crossley	5/1/22-4/40/27
	Joseph Ricciardo	5/1/19-4/30/24

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. June 13th, 2022

6. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

7. OLD BUSINESS

8. PUBLIC COMMENTS-Agenda Items

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2022-27, Approval of Bill List for the August 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 July 2022 meeting in the amount of \$57,957.25 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 #2022-28, Approval of Bill List for the August 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:

2. That the attached list of bills for August 2022 meeting in the amount of \$64,660.64 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 #2022-29, Contract Award Epoxy Flooring

WHEREAS, the Newton Housing Authority has a need to epoxy the flooring in the boiler room & maintenance room 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 one (1) proposal, on 7/20/22, 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 flooring epoxy be hereby awarded to the lowest responsible bidder:

Unicorn Building Services

100 River Road
Ridgefield Park, NJ 07657

In the amount of \$4,900.00

RESOLUTION #2022-30, Contract Water Conditioning Replacement

WHEREAS, the Newton Housing Authority has a need to replace the water conditioning System which is not functioning 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 7/20/22, 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 water conditioning replacement be hereby awarded to the lowest responsible bidder:

Culligan
18 Northfield Avenue
West Orange, New Jersey 07871

In the amount of \$29,672.00

PUBLIC COMMENTS-General Items

11. EXECUTIVE SESSION (if necessary)

12. ADJOURNMENT

Attachments:

- a. Tabulations of Water conditioning system & Epoxy Flooring
- b. June 13 Meeting Minutes
- c. July Bill List
- d. August Bill List
- e. 6/24 Verizon Lease termination
- f. 6/28 NJNAHRO Scholarship Awards
- g. 7/6 Letter to Mayor regarding resident petition
- h. 7/6 Emergency Management Plan Timeline
- i. 7/8 Letter to OEM regarding Emergency Plan
- j. 7/19 Infrared Roof Analysis
- k. 7/27 Memo on Elevator Maintenance
- l. Picture of new gazebo
- m. 8/29 Special Meeting Notice

Tabulation of Water Conditioning System Replacement

Due: 7/20/22

Vendor

System Replacement

Culligan

\$29,672.00

18 Northfield Avenue

West Orange, NJ 07052

Tabulation of Epoxy Flooring Proposals

Due: 7/20/22

Vendor	Boiler Room	Maintenance Room	Total
Unicorn Building Services, Inc 100 River Street #5 Ridghefield Park, NJ 07657	\$2,450.00	\$ 2,450.00	\$ 4,900.00

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

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(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

Newton Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Public Housing

Filter Criteria Includes: 1) Project: Liberty Towers, 2) Payment Date: 7/1/2022 to 7/31/2022, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
12825	07/18/2022	No	CHK	ABCode Security Inc.	Abcode	Yes	\$135.00
12826	07/18/2022	No	CHK	Century Link	centurylink	Yes	\$168.95
12827	07/18/2022	No	CHK	Elizabethtown Gas	elizabethtown gas	No	\$971.10
12828	07/18/2022	No	CHK	EM Electrical Contractors	EM Electrical	Yes	\$398.00
12829	07/18/2022	No	CHK	Excel Elevator & Escalator	Excel Elevator	No	\$1,619.27
12830	07/18/2022	No	CHK	Execu-Tech	Execu-tech	Yes	\$20,725.91
12831	07/18/2022	No	CHK	Ez Cleaning	ez cleaning	Yes	\$600.00
12832	07/18/2022	No	CHK	Home Depot Credit Services	Home Depot	Yes	\$2,986.68
12833	07/18/2022	No	CHK	Jennie Switzer	Jennie Switzer	Yes	\$200.00
12834	07/18/2022	No	CHK	Jersey Central Power & Light	jersey central power & light	Yes	\$5,320.52
12835	07/18/2022	No	CHK	Joan Casterlin	joan casterlin	Yes	\$200.00
12836	07/18/2022	No	CHK	LaHara Pest	LaHara Pest	No	\$605.00
12837	07/18/2022	No	CHK	Lancaster County Backyard	lancaster	Yes	\$1,500.00
12838	07/18/2022	No	CHK	localiQ	LocaliQ	Yes	\$96.12
12839	07/18/2022	No	CHK	Mazteck, Inc	mazteck	Yes	\$487.00
12840	07/18/2022	No	CHK	Nj Advance Media	NJ Advanced Media	Yes	\$163.80
12841	07/18/2022	No	CHK	Palmer Services	Palmer Services	Yes	\$7,250.00
12842	07/18/2022	No	CHK	Partners in Grime	partners in grime	No	\$875.00
12843	07/18/2022	No	CHK	PenTeleData	penTeleData	Yes	\$105.48
12844	07/18/2022	No	CHK	Petty Cash	Petty Cash	Yes	\$269.60
12845	07/18/2022	No	CHK	Polcari & Co	polcari	Yes	\$1,500.00
12846	07/18/2022	No	CHK	Public Housing Authorities Directo	phada	No	\$180.00
12847	07/18/2022	No	CHK	Roto-Rooter - Sussex/Warren Co	roto-rooter	Yes	\$400.00
12848	07/18/2022	No	CHK	Selective Insurance	Selective Insurance	No	\$3,878.00
12849	07/18/2022	No	CHK	Service Master Restore	Service Master	Yes	\$2,581.60
12850	07/18/2022	No	CHK	Spin Cycle	Spin cycle	Yes	\$404.20
12851	07/18/2022	No	CHK	TGM Services	TGM	Yes	\$1,269.00
12852	07/18/2022	No	CHK	Times Herald Record	NJ Herald	No	\$19.98
12853	07/18/2022	No	CHK	Unified Vox	unified Vox	Yes	\$93.46
12854	07/18/2022	No	CHK	vanguard	vanguard	Yes	\$1,456.97
12855	07/18/2022	No	CHK	Waste Management	waste management	Yes	\$1,457.86

Newton Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Public Housing

Filter Criteria Includes: 1) Project: Liberty Towers, 2) Payment Date: 7/1/2022 to 7/31/2022, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
12856	07/18/2022	No	CHK	William Katchen	fedex-reimbursement	No	\$38.75
						Cleared: 24	\$49,770.15
						Uncleared: 8	\$8,187.10
						Total Payments: 32	\$57,957.25

Project Summary

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Public Housing - Liberty Towers	\$57,957.25	\$0.00
Total:	\$57,957.25	\$0.00

Type Summary

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	32	\$57,957.25
Total:	32	\$57,957.25

End of Report

Newton Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Public Housing

Filter Criteria Includes: 1) Project: Liberty Towers, 2) Payment Date: 8/1/2022 to 8/31/2022, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

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12857	08/09/2022	No	CHK	ABCcode Security Inc.	Abcode	No	\$106.00
12858	08/09/2022	No	CHK	Alpine roofing LLC	alpine roofing	No	\$4,350.00
12859	08/09/2022	No	CHK	Century Link	CenturyLink	No	\$173.64
12860	08/09/2022	No	CHK	Concrete Alternatives	conrete alternatives	No	\$3,200.00
12861	08/09/2022	No	CHK	door Jockey Inc	Door jockey	No	\$217.50
12862	08/09/2022	No	CHK	Elizabethtown Gas	Elizabeth Gas	No	\$987.96
12863	08/09/2022	No	CHK	Execu-Tech	Execu-tech, Inc	No	\$18,623.56
12864	08/09/2022	No	CHK	Ez Cleaning	EZ- Cleaning	No	\$600.00
12865	08/09/2022	No	CHK	Home Depot Credit Services	Home Depot	No	\$2,892.94
12866	08/09/2022	No	CHK	Jennie Switzer	Jennie Switzer	No	\$200.00
12867	08/09/2022	No	CHK	Jersey Central Power & Light	Jersey Central	No	\$5,777.97
12868	08/09/2022	No	CHK	Joan Casterlin	Joan	No	\$200.00
12869	08/09/2022	No	CHK	LaHara Pest	LaHara Pest	No	\$605.00
12870	08/09/2022	No	CHK	Lancaster County Backyard	Lancaster	No	\$3,100.00
12871	08/09/2022	No	CHK	Mazteck, Inc	Mazteck	No	\$487.00
12872	08/09/2022	No	CHK	Nj Advance Media	NJ Advanced Media	No	\$40.95
12873	08/09/2022	No	CHK	Palmer Services	palmer services	No	\$500.00
12874	08/09/2022	No	CHK	PenTeleData	PenTeleData	No	\$103.35
12875	08/09/2022	No	CHK	Polcari & Co	Polcari	No	\$1,500.00
12876	08/09/2022	No	CHK	Selective Insurance	Selective insurance	No	\$3,878.00
12877	08/09/2022	No	CHK	State of New Jersey Dept of Com	Community Affairs	No	\$321.00
12878	08/09/2022	No	CHK	TGM Services	TGM Services	No	\$185.00
12879	08/09/2022	No	CHK	TM Contractors Awning Masters	TM Contractor Awning Masters	No	\$1,500.00
12880	08/09/2022	No	CHK	Treasurer, State of NJ	elevator inspection	No	\$668.00
12881	08/09/2022	No	CHK	Unified Vox	Unified Vox	No	\$93.46
12882	08/09/2022	No	CHK	vanguard	Vanguard	No	\$500.00
12883	08/09/2022	No	CHK	Waste Management	Waste Management	No	\$1,900.56
12884	08/09/2022	No	CHK	William Katchen	Fedex- reimbursement	No	\$38.75
12887	08/09/2022	No	CHK	ABCcode Security Inc.	abcode	No	\$7,866.00
12888	08/09/2022	No	CHK	Alpine roofing LLC	alpine roofing	No	\$2,544.00

Newton Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Public Housing

Filter Criteria Includes: 1) Project: Liberty Towers, 2) Payment Date: 8/1/2022 to 8/31/2022, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>	
12889	08/09/2022	No	CHK	TM Contractors Awning Masters	TM Contractors	No	\$1,500.00	
							Cleared: 0	\$0.00
							Uncleared: 31	\$64,660.64
							Total Payments: 31	\$64,660.64

Project Summary

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Public Housing - Liberty Towers	\$64,660.64	\$0.00
Total:	\$64,660.64	\$0.00

Type Summary

Bank: Lakeland Bank, Bank Account: 190187, GL Account: 1111.01

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	31	\$64,660.64
Total:	31	\$64,660.64

End of Report



Network Real Estate
180 Washington Valley Road
Bedminster, NJ 07921
www.vzw.com/realestate

Fed Ex: 777221476981

June 24, 2022

Newton Housing Authority
Attn: Kathleen M. White, PHM Executive Director
32 Liberty Street
Newton, New Jersey 07860

RE: Office Lease Agreement dated November 11, 1996 between Newton Housing Authority and Cellco Partnership, a Delaware General Partnership, d/b/a Bell Atlantic Nynex Mobile for property located at 32 Liberty Street, Newton, New Jersey 07860.

To Whom It May Concern:

This letter will serve as notification that Verizon Wireless will terminate this agreement effective October 31, 2022, as per paragraph 9 of the Office Lease Agreement.

I trust the foregoing is clear, but should you have any questions now or in the future regarding this lease, please contact the Network Real Estate Department at 866-862-4404.

Sincerely,

A handwritten signature in black ink, appearing to be "Kathleen M. White".

Verizon Wireless - Network Real Estate

Site Name: **Newton**
Contract # 2352



NJ Chapter of the National Organization of Housing and Redevelopment Officials

June 28, 2022

Mr. William F. Snyder
Executive Director
Newton Housing Authority
32 Liberty Street
Newton, NJ 07860

Dear Mr. Snyder, *Bill*

CONGRATULATIONS!! NJNAHRO is pleased to inform you that Ryan Vandermass and Alexandra Vandermaas, residents from your Authority, has been awarded a 2022 scholarship. Ryan has been awarded \$3,000 and Alexandra \$2,500. The recipients can be proud of the fact that they have been chosen amongst many other applicants from throughout New Jersey who applied for these funds.

NJNAHRO, is an organization which serves the state's housing and community development needs, is also involved in promoting the educational obligations of both high school students and heads of the household who have returned to school. The scholarship and internship program is a testament to that commitment.

Attached, please find the instructions for "Initial Payments" scholarship requirements in order for the student to receive the award, the consent form, which MUST be signed and returned, and the new "Renewal Form" that must be used moving forward for any student awarded a scholarship in the last four years who would like to apply for the renewal funds, if qualified.

If you have any questions concerning this award, please do not hesitate to contact me directly.

NJNAHRO wishes your student continued success in their college years.

Best regards,

Dzema
Douglas Dzema
Chairperson, NJNAHRO Scholarship Committee

HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860

Telephone: (973) 383-5191 (Opt. 2) • Fax: (973) 383-1181 • TDD: 800-545-1833 Ext. 428

July 6, 2022

Mayor Jason J. Schlaffer
Town of Newton
39 Trinity Street
Newton, New Jersey 07860

Re: **Liberty Towers Resident Petition**

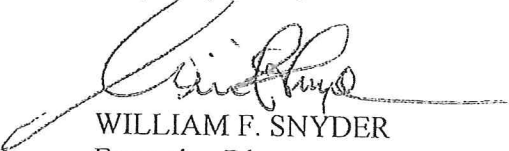
Dear Mayor Schlaffer:

At the June meeting of the Housing Authority Board of Commissioners, several Liberty Towers residents raised their concern about parking in the front of Liberty Towers. We informed the residents that on-street parking was not an issue that could be addressed by the Housing Authority. The residents circulated a petition expressing their concerns and requested that I submit it to the town. The petition has been attached for your review and consideration.

Please let me know if you have any questions regarding this matter.

With best regards, I remain

Very truly yours,



WILLIAM F. SNYDER
Executive Director

June 15, 2022

I, Anne Wills, resident of Liberty Towers, 32 Liberty Street, Newton, New Jersey would like to present this petition to the Newton Mayor and Council to address a concern of the building's residents. Currently, there is public parking along Liberty Street. This parking poses a problem to vehicles exiting the front of the building and turning left. This is particularly true of emergency vehicles that do not have enough room to turn left safely. It also impedes two (2) way traffic where the vehicles are parked which causes a problem for pedestrians crossing Liberty Street. We are requesting that the Town of Newton consider instituting no parking along Liberty Street to eliminate these problems. The undersigned support making this change.

Resident's of Liberty Towers

Name	Apt. Number	Signature
Sue De Hope	4B	Susan De Hope
Carmen Burdi	4V	CARMEN Burdi
Nannette Furtado	2N	NANNETTE FURTADO
KATHLEEN DALEY	2L	Kathleen Daely
Kathy Gerhold	2H	Kathy Gerhold
Brian Mc Cabe	5-D	BRIAN MC. CABE
TAKASHI KOBATA	5D	Takashi Kobata
Phyllis Superti	5M	Phyllis Superti
Josephine Sorin	5G	Josephine Sorin
HARRIET LOGSDON	3U	Harriet Logsdon
Steve + Kathleen Beers	2G	Kathleen Beers
Flavio	4C	Flavio

June 15, 2022

I, Anne Wills, resident of Liberty Towers, 32 Liberty Street, Newton, New Jersey would like to present this petition to the Newton Mayor and Council to address a concern of the building's residents. Currently, there is public parking along Liberty Street. This parking poses a problem to vehicles exiting the front of the building and turning left. This is particularly true of emergency vehicles that do not have enough room to turn left safely. It also impedes two (2) way traffic where the vehicles are parked which causes a problem for pedestrians crossing Liberty Street. We are requesting that the Town of Newton consider instituting no parking along Liberty Street to eliminate these problems. The undersigned support making this change.

Resident's of Liberty Towers

Name	Apt. Number	Signature
Joan Castorlin	2U	Joan Castorlin
DOREEN PASQUALETTO	5-B	Doreen Pasqualetto
ANGELINA	BEA	angelina Beal
AMANDA GRINDLE	5J	Amanda Grindle
Kathleen Esposito	5W	Kathleen Esposito
MURIEL POGGIE	5F	Muriel Poggie
George F Koenig, Jr	2P	George Jr. Koenig, Jr.
Heidemarie Koenig	2P	Heidi Koenig
Shelby Wilson	5T	Shelby Wilson
Barbara Darrohn		Barbara Darrohn 4-B
Lysette Hernandez	0 3T.	
Ellen M. Poulley	5K	Ellen Poulley

June 15, 2022

I, Anne Wills, resident of Liberty Towers, 32 Liberty Street, Newton, New Jersey would like to present this petition to the Newton Mayor and Council to address a concern of the building's residents. Currently, there is public parking along Liberty Street. This parking poses a problem to vehicles exiting the front of the building and turning left. This is particularly true of emergency vehicles that do not have enough room to turn left safely. It also impedes two (2) way traffic where the vehicles are parked which causes a problem for pedestrians crossing Liberty Street. We are requesting that the Town of Newton consider instituting no parking along Liberty Street to eliminate these problems. The undersigned support making this change.

Resident's of Liberty Towers

Name	Apt. Number	Signature
------	-------------	-----------

MARILYN MILLER	32 LIBERTY ST APT 4L	Marilyn Miller
----------------	----------------------	----------------

Catherine W. Heacock	32 Liberty St. Apt 4 R	Catherine W. Heacock
----------------------	------------------------	----------------------

Lawrence M. Mankle	32 LIBERTY ST. APT 2N	
--------------------	-----------------------	--

Evelyn A. Benson	32 Liberty St 5th	Apt 5th
------------------	-------------------	---------

STEVEN ROMANO	2-M	Steven Romano
---------------	-----	---------------

CELESTE PREDMORE	4T	Celeste Predmore
------------------	----	------------------

Annabel Fitzpatrick		Annabel Fitzpatrick
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Jenni Switzer	Apt 3R	Jenni Switzer
---------------	--------	---------------

MART ANN CARLSON		Mary Ann Carlson
------------------	--	------------------

Sheila + Ted	4N	Sheila Carr, Ted Carr
--------------	----	-----------------------

Marlene Karoff	2V	Marlene Karoff
----------------	----	----------------

PAT Powers	3N	Patricia Powers
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HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860
Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545- 1833 Ext.428

July 6, 2022

MEMORANDUM

To: Board of Commissioners

From: William F. Snyder, Executive Director

Re: Emergency Management Plan Revision

Please be advised that I have completed the revisions to our Emergency Management Plan. The “draft” plan is being submitted to the Newton Office of Emergency Management for their review, input and approval. I have developed the following schedule to ensure that the revised plan becomes effective in a timely manner:

Final Plan Revisions	7/6/22
Submission of the Plan to the Office of Emergency Management (OEM)	7/11/22
OEM Approval of the plan	8/15/22
NHA Board Approval of Plan	9/11/22
Completion of Disaster Recovery Kit	9/14/22
Notification of Stakeholders about Resident Meeting/Participation	9/21/22
Resident Meeting to discuss/Implement the Plan	10/5/22

HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860

Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545-1833 Ext. 428

July 8, 2022

Ken Teets
OEM Coordinator
Office of Emergency Management
Town of Newton
39 Trinity Street
Newton, New Jersey 07860

Re: Revised Emergency Management Plan

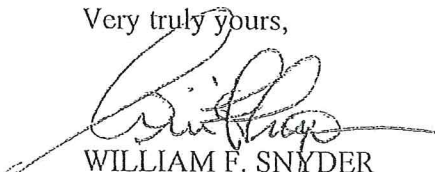
Dear Mr. Teets:

I have attached a copy of the Newton Housing Authority's revised Emergency Management Plan for your review and approval. The plan was originally approved by your office in 2013. The Board of Commissioners of the Newton Housing Authority felt it was prudent to review and update the plan. The attached plan has been updated from our previous submission.

Please do not hesitate to contact me if you have any suggested changes or concerns regarding the plan. Once the plan is approved, we will process with setting up a meeting with the residents to instruct them on our emergency procedures.

With best regards, I remain

Very truly yours,



WILLIAM F. SNYDER
Executive Director

Enclose.
xc: file.

Infrared Thermographic Roof Moisture Analysis

PERFORMED FOR: Newton Housing Authority

LOCATION: Liberty Towers
32 Liberty St.
Newton, NJ 07806

CONDUCTED ON: July 19, 2022

REQUESTED BY: Karen Colello

PERFORMED BY: Nidhin Pious, Certified Thermographer



Table of Contents

- I. Introduction
- II. Weather Conditions
- III. Infrared Thermography
- IV. Instrumentation
- V. Survey Procedures
- VI. Findings
- VII. Appendix A: Roof Construction,
Core Sample Analysis
- VIII. Thermographic Documentation
- IX. Roof Maps

July 21, 2022

Newton Housing Authority
Liberty Towers
32 Liberty Street
Newton, NJ 07860

Dear Karen,

This report summarizes the findings of our Infrared Roof Moisture Analysis of the roofs at 32 Liberty St., Newton, NJ 07860, performed on July 19, 2022.

Included in this report are Thermograms and Control Photos taken during the inspection, and information about interpreting these images. Included is an AutoCAD[®] map of the roof. All moisture damaged areas of the roof are marked on the maps. The moisture damaged areas and the locations of the core sample and moisture probe are marked on the roof surface with long-lasting spray paint. This report also includes descriptions of Infrared Thermography, as well as roof construction details, survey procedures and the weather conditions on the date of the infrared testing.

WEATHER CONDITIONS

The Infrared Roof Moisture Survey was performed during the night of July 19, 2022. During the day the weather was sunny with a high temperature of approximately 93°F. At night the sky was clear, with calm winds and an ambient nighttime temperature of approximately 76°F.

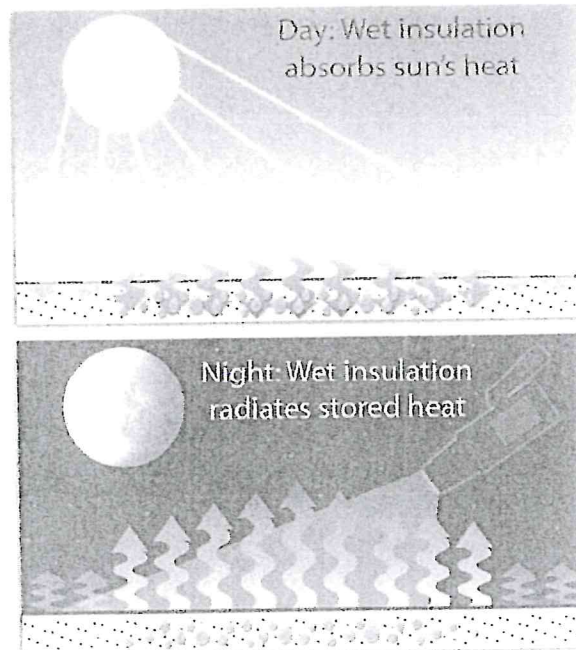


INFRARED THERMOGRAPHY

All objects emit heat (i.e. infrared radiation). This radiation is constantly being absorbed and re-emitted by ourselves and everything around us. "Infrared scanning" and "thermography" are the terms used to describe the process of making this thermal radiation visible and capable of interpretation.

Infrared Roof Moisture Analysis locates areas of moisture damage within a flat roofing system. These areas of moisture damage can be pinpointed with the infrared scanner because moisture damaged and dry insulations have different abilities to conduct, absorb and retain heat. The thermal differences between moisture damaged and dry insulation are especially evident under two sets of circumstances.

First, moisture damaged roof insulation absorbs much more heat than dry insulation. Moisture damaged insulation also stores more heat over a longer period of time than intact, dry materials. During the day, the sun's heat raises the temperature of moisture damage in the roofing system. As the roof cools off at night, the areas of moisture damage will stay warm longer than the dry areas. During the evening, this stored "solar gain" is released as radiant heat that is detectable with the infrared camera. As the evening progresses, areas of moisture damage will appear warmer to the camera than adjacent dry roofing.



Second, when there is a significant difference in ambient temperature between the interior and exterior of the building, heat losses from inside the building will be greater through the moisture

damaged areas due to the reduced R-value of the moisture damage. This is especially true during the heating season. In both instances, when viewed from the roof side, moisture damage areas will show up as warmer in the infrared image. Often these two phenomena work together, creating strong, long-lasting thermal images that clearly illustrate the differences between moisture damaged and dry insulation.



Thermographic image from infrared camera



Control image, wet sections marked for removal

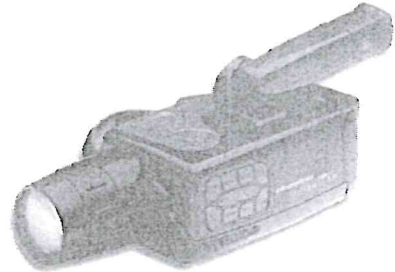
Our Infrared cameras can also be used in a variety of other Nondestructive testing applications:

- Infrared Electrical/Mechanical Inspections pinpoint developing problems in power delivery systems. The infrared scanner can “see” hot spots where there are going to be failures, before they happen. This Predictive Maintenance approach provides for time to repair these problem areas before they cause equipment damage, unscheduled outages, and downtime. Problem areas are pinpointed, prioritized and fully documented.
- Infrared Steam System Inspections pinpoint failing steam traps, malfunctioning heat exchangers and boiler problems. These surveys can save thousands of dollars by reducing energy usage.
- Infrared Building Envelope Analysis locates and documents building heat loss problems, including sources of mold, drafts, and excess moisture. Infrared thermography is the only nondestructive and complete system for locating the causes of frozen pipes, ice dams, missing or moisture damaged areas and high heating costs. Infrared Building Envelope

Surveys provide valuable performance data for newly constructed buildings and energy retrofits.

INSTRUMENTATION

We use top-quality instruments when performing your Roof Moisture Analysis. The high-resolution ThermoCAM PM390, one of the most sensitive and sophisticated scanners available, is able to resolve temperature differences as small as 0.1 degree Centigrade. The system includes a digital infrared camera with a color viewfinder and captures images and temperature data to digital tape and/or flash memory cards.



The camera unit receives infrared radiation from the object being surveyed and converts it to an electrical signal that is instantaneously displayed on the color viewfinder. This high-resolution thermal image is then interpreted by Alpine Roofing LLC's Certified Thermographers.

ThermaCam® PM390 Specifications	
Detector	PtSi/CMOS 256 x 256 FPA with variable integration (> 65,000 image elements)
Spectral band	3.4 to 5 µm
Sensitivity (NETD @ 30°C)	< 0.1°C
Temperature measurement range	-10 to 1500°C
Focus range	9" to infinity
FOV (DEG) 16 degree lens, f/1.	17 horizontal x 16 vertical

SURVEY PROCEDURES

The Alpine Roofing, LLC Thermographers followed defined survey procedures when inspecting your roof.

GUIDELINES: Every square foot of roofing in the contract was scanned a minimum of two times. All moisture damaged areas were marked on the roof with long-lasting paint. Invasive testing was employed to confirm the presence of moisture and tested locations were marked on the surface.

VERIFICATION: Infrared Thermography is a powerful tool for Nondestructive Testing of flat roofing systems. However, to ensure complete accuracy of the survey results, it is necessary to physically verify the presence of moisture within the roofing system. We employ two methods for physical verification of the roof's condition: Core Samples and Moisture Probes. In all, 1 core sample and 1 moisture probe were taken on the roof to verify the findings of the Infrared Survey.



Core
Cutting
Tool

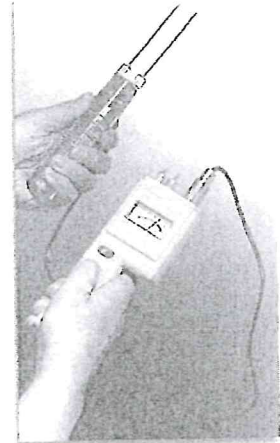
CORE SAMPLES: When taking a core sample, the Thermographer typically extracts a small section of the roof down to the roof deck. This allows for a complete physical examination of all construction details and roofing materials. The only exception to this practice is when core samples are taken in areas of moisture damaged roofing. In these instances, the Thermographer will usually not cut the vapor retarder or bottom roof, as this may allow moisture to leak into the building.

A core sample of the roof may be taken for several different reasons. First, the insulation can be physically inspected to determine its condition and if it is moisture damaged or dry. Second, core samples provide invaluable information about the construction of the roofing system. Of particular interest to the Thermographer is the type and thickness of the membrane, insulation type and thickness, possible presence of vapor retarder, if any, and type of decking and condition

of the deck in the area cored. All core sample sites were filled and sealed using the standard repair techniques approved by the National Roofing Contractors' Association. For information about the roof's construction, see Appendix A: Core Analysis.

MOISTURE PROBES: Physical testing for the presence of moisture can also be accomplished through the use of moisture probes. This test technique is quicker and less invasive than core sampling. The Delmhorst Instrument Company Model BD-8 Moisture Tester was employed during and after the survey to verify the condition of the roofing materials. This electrical resistance probe measures the flow of direct current between two electrodes. The electrodes are driven into the roofing materials, and readings are taken at different levels to insure the highest degree of accuracy. As the conductivity of the insulation

increases, the readings on the resistance probe increase. An increase in the moisture content of the roofing materials increases its electrical conductivity and the meter reading. The holes made by the electrical probes were filled and sealed using standard repair techniques approved by the National Roofing Contractors Association.



BOUNDARIES: Every effort is made to have the lines painted on the roof indicate accurately the boundaries of the moisture damaged areas. However, the nondestructive nature of the testing can sometimes result in small inaccuracies. Therefore, the Thermographer will generally mark outside the moisture damaged area by about 6" to 12" to provide a reasonable margin of error. In other instances, it may be advisable to calculate a slightly larger area of insulation than what is actually painted on the roof. Additionally, the way moisture migrates through insulation may not be homogenous, and it may happen that there are a few square feet of dry insulation within the boundaries of the larger moisture damaged area. As a practical matter, these small dry spots are not significant, and the Thermographer will just define the overall boundaries of the moisture damaged area.

MAPPING: After all the scanning and verification were completed, the roof was mapped. A draft copy of your drawing was made at the site, documenting all the information generated during the inspection. A final copy of the map was plotted in the office using an AutoCAD System. Please note that the measurements displayed in these maps should not be used as a substitute for as-built drawings.

FINDINGS

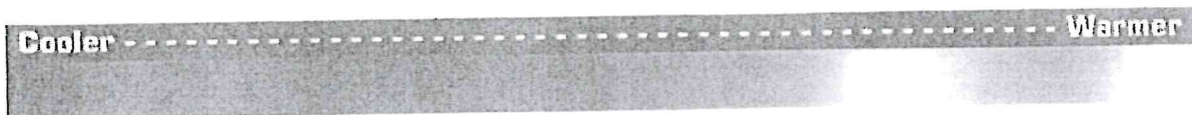
As per our survey procedures, the entire roof area in the contract was scanned a minimum of two times. A total of 3 moisture damaged areas were detected in the roofing.

The total size of the roof that was inspected with the infrared camera is approximately 12,108 square feet. The total amount of moisture damaged areas equals approximately 331 square feet. The amount of moisture damaged areas is approximately 2.7% of the total roof area. These moisture damaged areas are marked on the roof surface and on the maps provided. Please refer to these maps when reviewing the report.



THERMOGRAM INTERPRETATION AND DOCUMENTATION

Hard copy documentation of the survey findings is provided through the use of two different types of photographs. Color Thermograms (photographs of the infrared image) and Control Photos (conventional pictures of the same scene taken during the inspection) are provided of sample moisture damaged areas uncovered during the inspection. Dry areas of roofing are cooler, while moist areas are warmer. In the thermograms, temperatures are indicated in various colors. The following is a chart illustrating the hierarchy of colors that the ThermaCAM PM390 uses to represent the relative temperature differences of the moisture damaged areas and adjacent dry roofing:

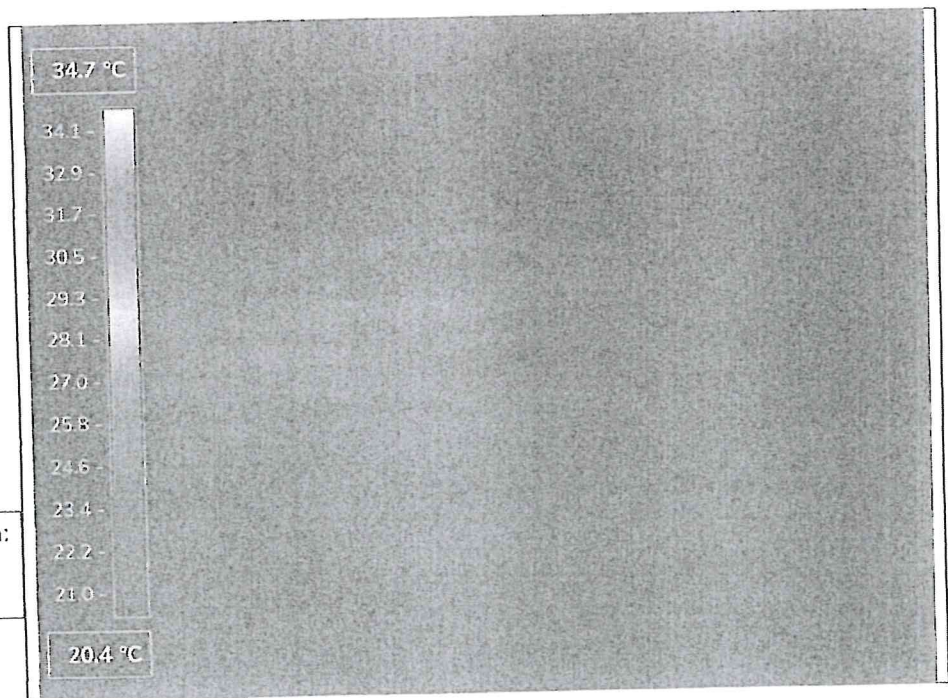


The next section of the report contains the 5 sets of thermograms and control photos that were generated during the inspection. The locations and directions from which these photos were taken are marked on the roof maps and directly on the roof surface with spray paint.



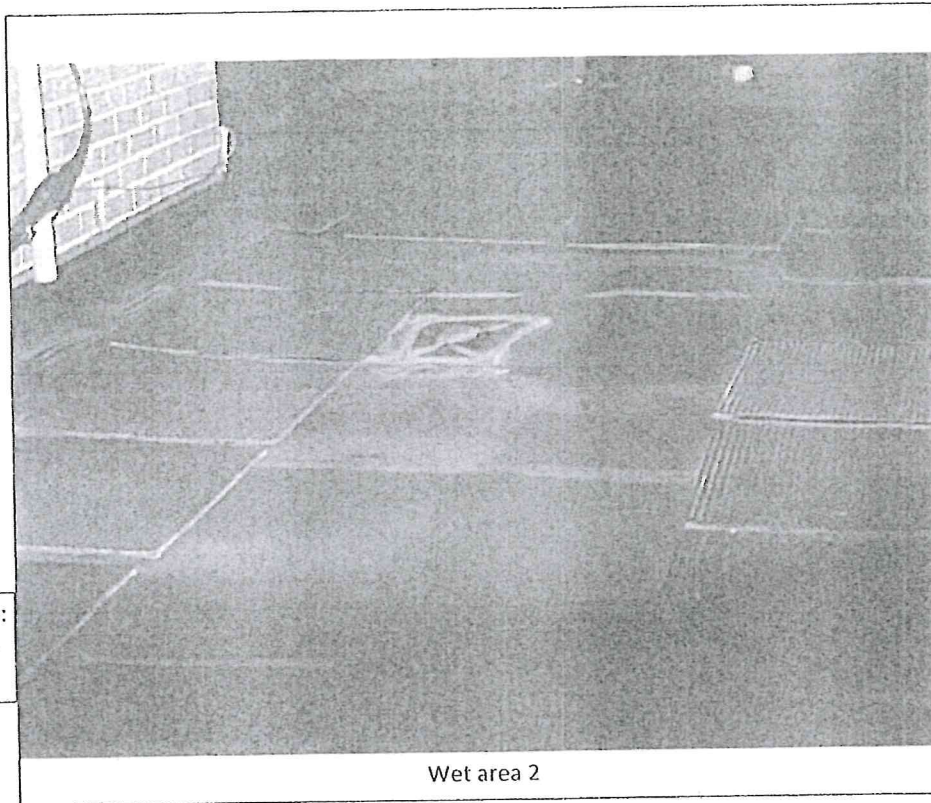
Control Photo:
Visible Light
Image

Wet area #1



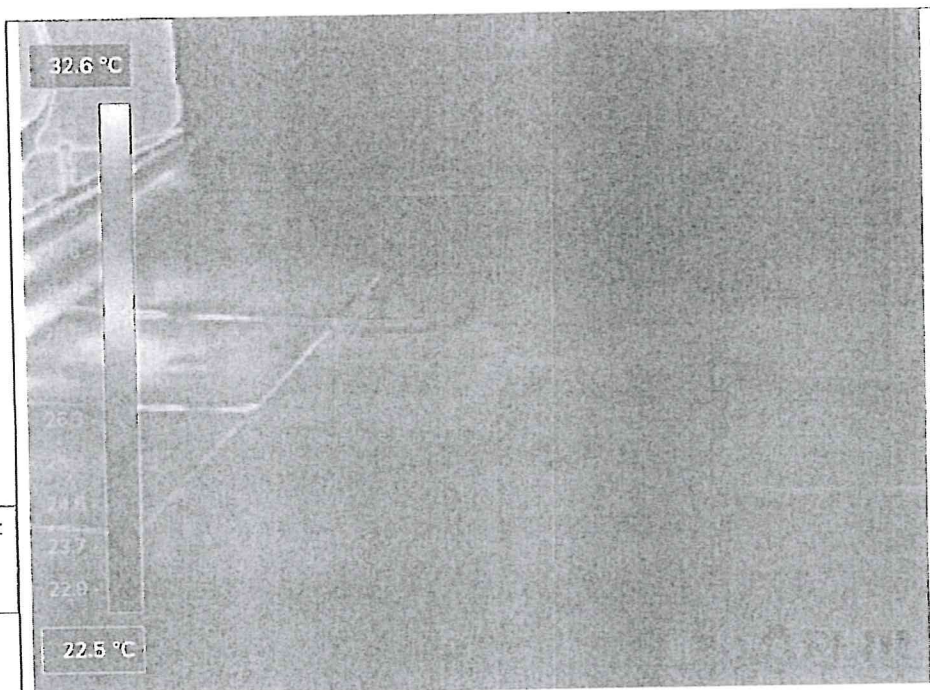
Thermogram:
Infrared
Image

Thermogram #1



Control Photo:
Visible Light
Image

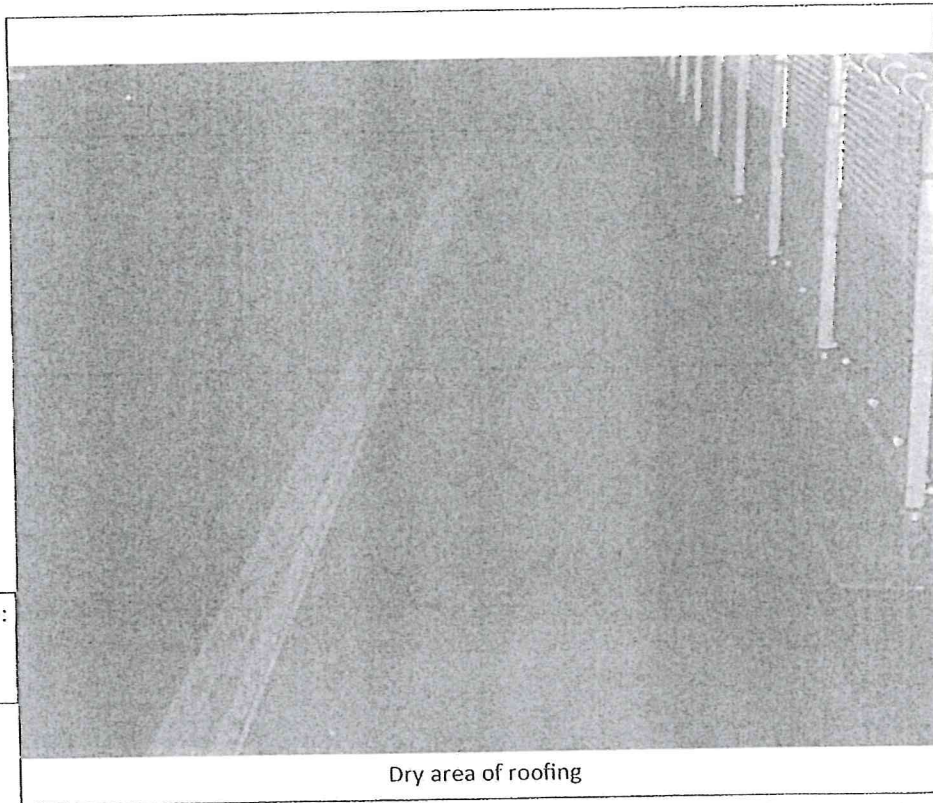
Wet area 2



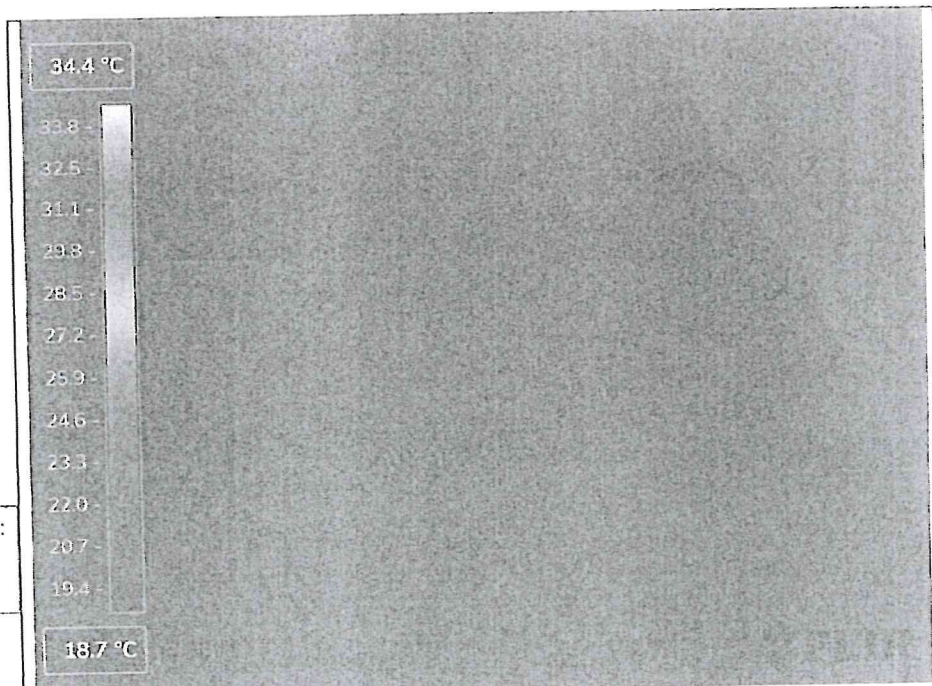
Thermogram:
Infrared
Image

Thermogram #2

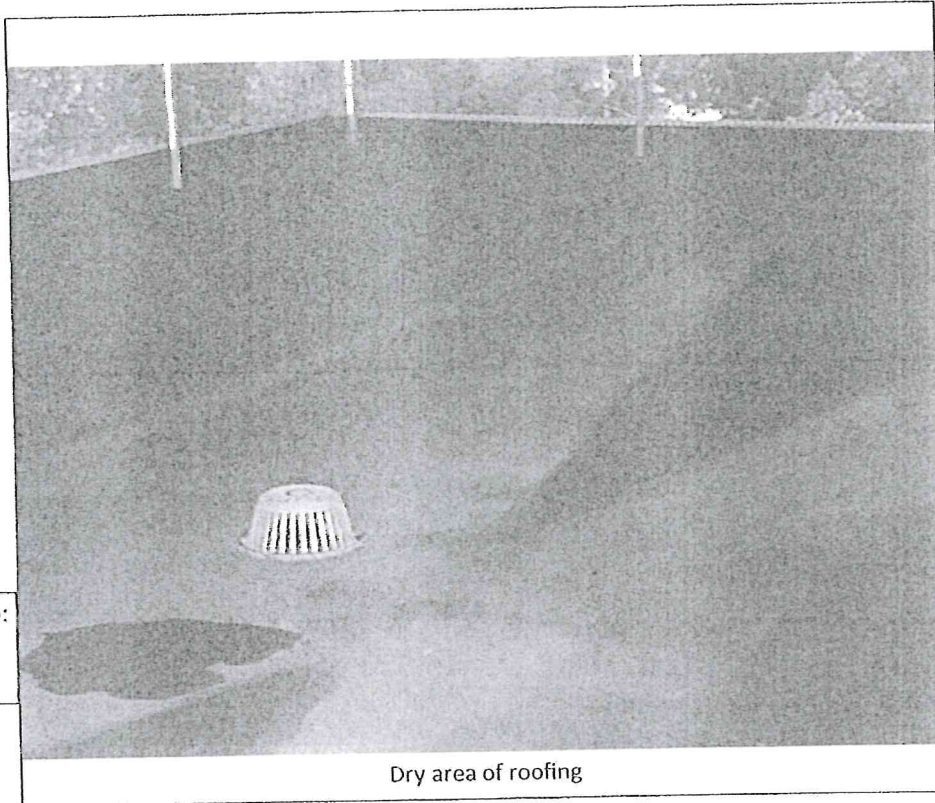
Control Photo:
Visible Light
Image



Thermogram:
Infrared
Image

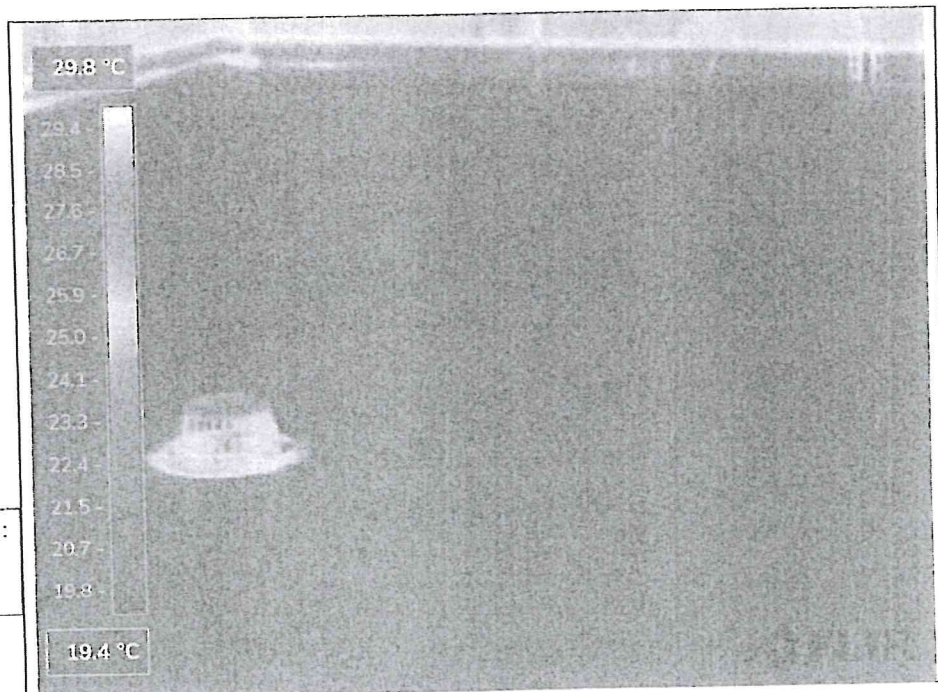


Thermogram #3



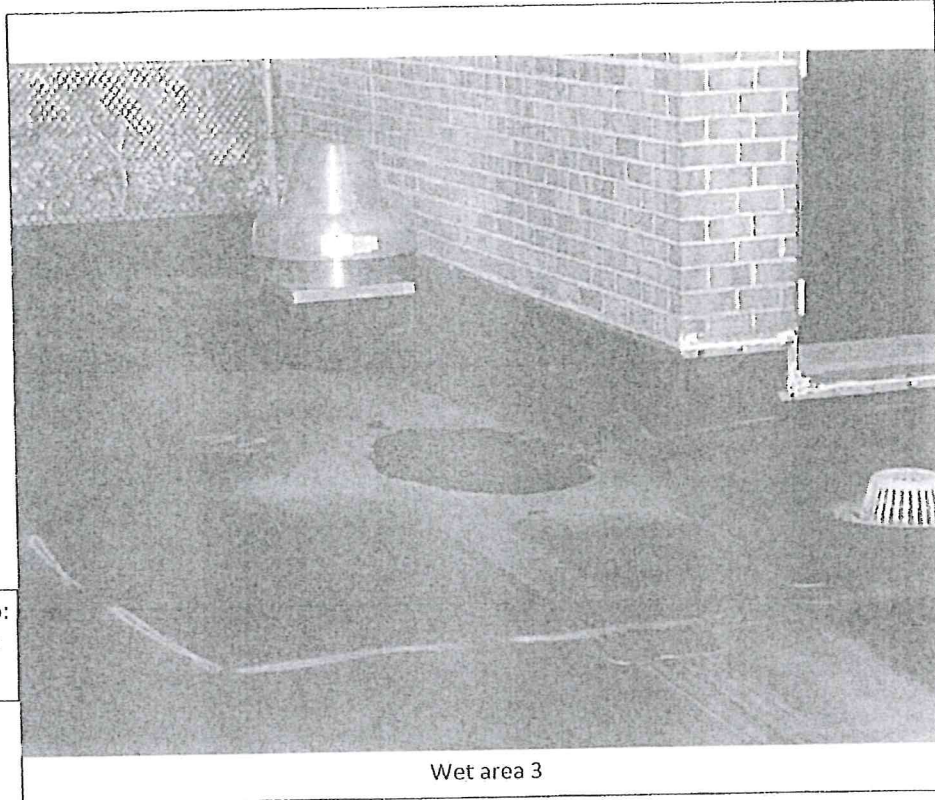
Control Photo:
Visible Light
Image

Dry area of roofing



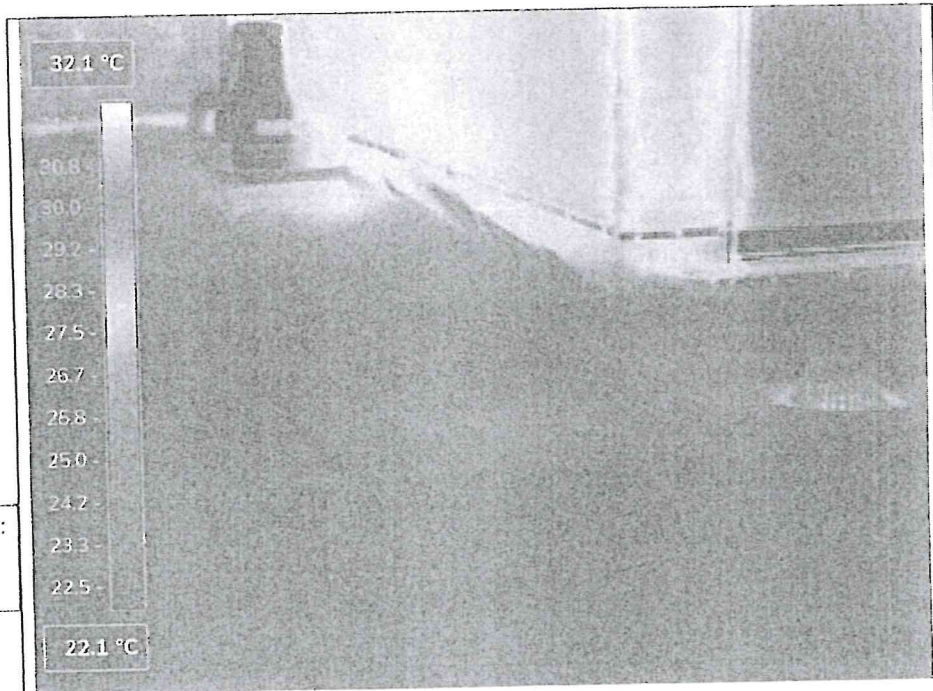
Thermogram:
Infrared
Image

Thermogram # 4



Control Photo:
Visible Light
Image

Wet area 3



Thermogram:
Infrared
Image

Thermogram #5

ROOF MAPS

The last part of the bound hard-copy version of this report contains four copies each of a map of the roofs. These scaled drawings were plotted on an AutoCAD system and complete the documentation of the findings of the survey.

This report documents the locations and extent of moisture damage at the time of the inspection. No information regarding the integrity of the roofing system or building is provided or implied in this report. Many factors, including sunlight, precipitation, wind, foot traffic, and building movement and the like can affect a roof over a short period of time. Regular inspections ensure early detection of problems and can extend the life of a roof membrane.

Karen, thank you for using our Infrared Services. Please call me if you have any questions regarding this report, or if I can help in any way.

Sincerely,



Barry Scymanski
General Manager



APPENDIX A: ROOF CONSTRUCTION

The roof construction details are documented on the following Core Analysis sheet(s). Each core sample provides information about the roof materials at that particular site in the field of the roof. The age of the roof and the amount of traffic on the roof may affect the thickness of the insulation, and there may be changes in construction from one section of the roof to another. Occasionally, a roof that appears to be homogeneous may actually contain two or more types of insulation or membrane. Therefore, any core sample is only a true picture of the roof construction at the site where it was taken.

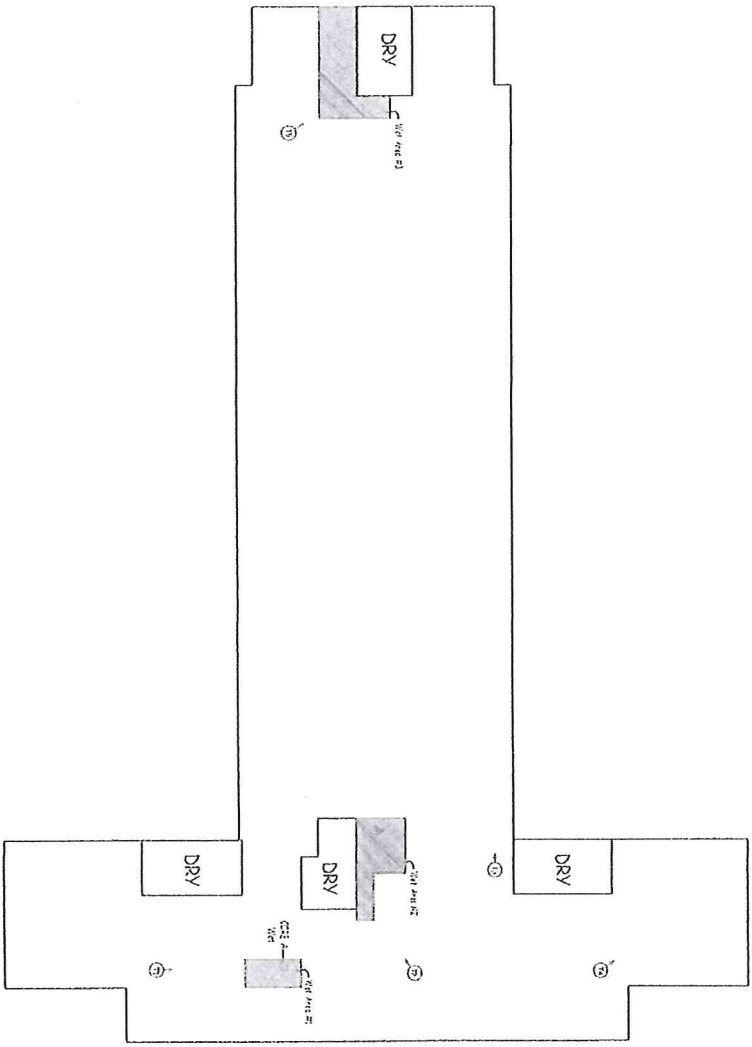
CORE A: (Wet)

Approximate R-Values

	EPDM Membrane w/smooth surface	0.02
3"	Polyisocyanurate	17.1
	Multiple-ply Built-up Roof Membrane w/smooth surface	0.24
	Inside Air Film (still air)	0.92
	Outside Air Film (moving air)	0.25
	Total Estimated Known R-Values:	18.53
	*Note: R-values may be lower due to moisture content.	

Legend
□ CONE SAMPLE
△ MOISTURE PROBE - WET
○ TEMPERATURE
■ MOISTURE DAMAGE

Notes: Total of All Roofs Tested
 in approximately 4000 sq ft
 Square Footage of Roof Inspected: 42,185
 331
 Percentage of Wet Area: 2.7%



INFRARED ROOF MOISTURE ANALYSIS



888-ROOF-ALP

Newton Housing Authority
 Liberty Towers
 32 Liberty St.
 Newton, NJ

SCALE: 3/8"=1'-0"
 DATE: 07-10-12
 PAGE: 1 OF 1
 DRAWN BY: DMS
 JOB#: 250231L

HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860
Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545- 1833 Ext.428

July 27, 2022

MEMORANDUM

To: Members of the Board of Commissioners

From: William F. Snyder, Executive Director

Re: Elevator Maintenance

Please be advised that the Newton Housing Authority entered into a contract with Excel Elevator, to perform our monthly maintenance, commencing on January 1st, 2022. The contract was awarded to the lowest responsible bidder based upon a publicly advertised Request for Bids. Shortly after entering into the elevator maintenance contract, car #2 was taken out of service due to a leaking elevator jack. Excel Elevator provided an estimate of \$70,405.00 to replace the elevator jack. The following summarizes the issues relating to the jack replacement:

- 1) During installation of the jack, Excel Elevator requested a change-order to replace vegetable oil that was placed in our hydraulic fluid tank by the previous maintenance company (Standard Elevator). They stated that this was causing the elevator not to properly level. The cost to clean the tank and replace oil was \$11,409.18.
- 2) The elevator did not properly level after the tank cleaning and replacement of the oil.
- 3) Excel Elevator indicated that a faulty valve was causing the elevator not to level. They also requested another change-order to replace the valve for additional \$8,531.90.
- 4) The elevator continued its problem of not levering while in operation. Regular complaints to Excel Elevator resulted in another proposal of \$5,846.00 to reclean the tank.
- 5) I advised Excel Elevator that we had already paid to clean the tank and replace the oil. As such, we were not responsible for recleaning the tank. I was informed that I should hold the proposal to see if the cleaning was necessary at a later date.
- 6) Excel Elevator stated that the local code official would need braille signs on each floor designating the floor numbers. They provided a proposal to install signs on each floor for \$1,619.27. We needed the signs to get approval to place the elevator back into service. I later discovered that these signs could be purchased on-line for \$15.00 each for a total of \$150.00. The signs have fallen off the walls and are currently in the office.

Excel Elevator also performs our monthly maintenance on the elevators to ensure that they are being properly maintained. We have to regularly call them to get our monthly maintenance. We require that they sign in when they come to perform their monthly maintenance. Our records indicate that they did not perform maintenance in June or July.

I am dissatisfied with the service that we have been receiving from Excel Elevator. I will place Excel Elevator on notice in accordance with this contract. We can discuss this matter further at our next Housing Authority meeting.

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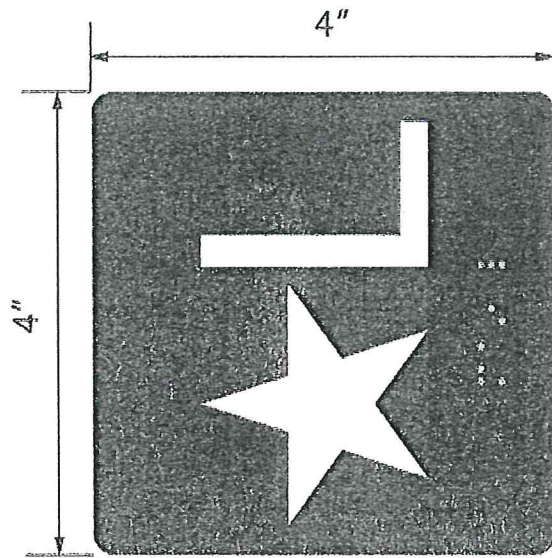
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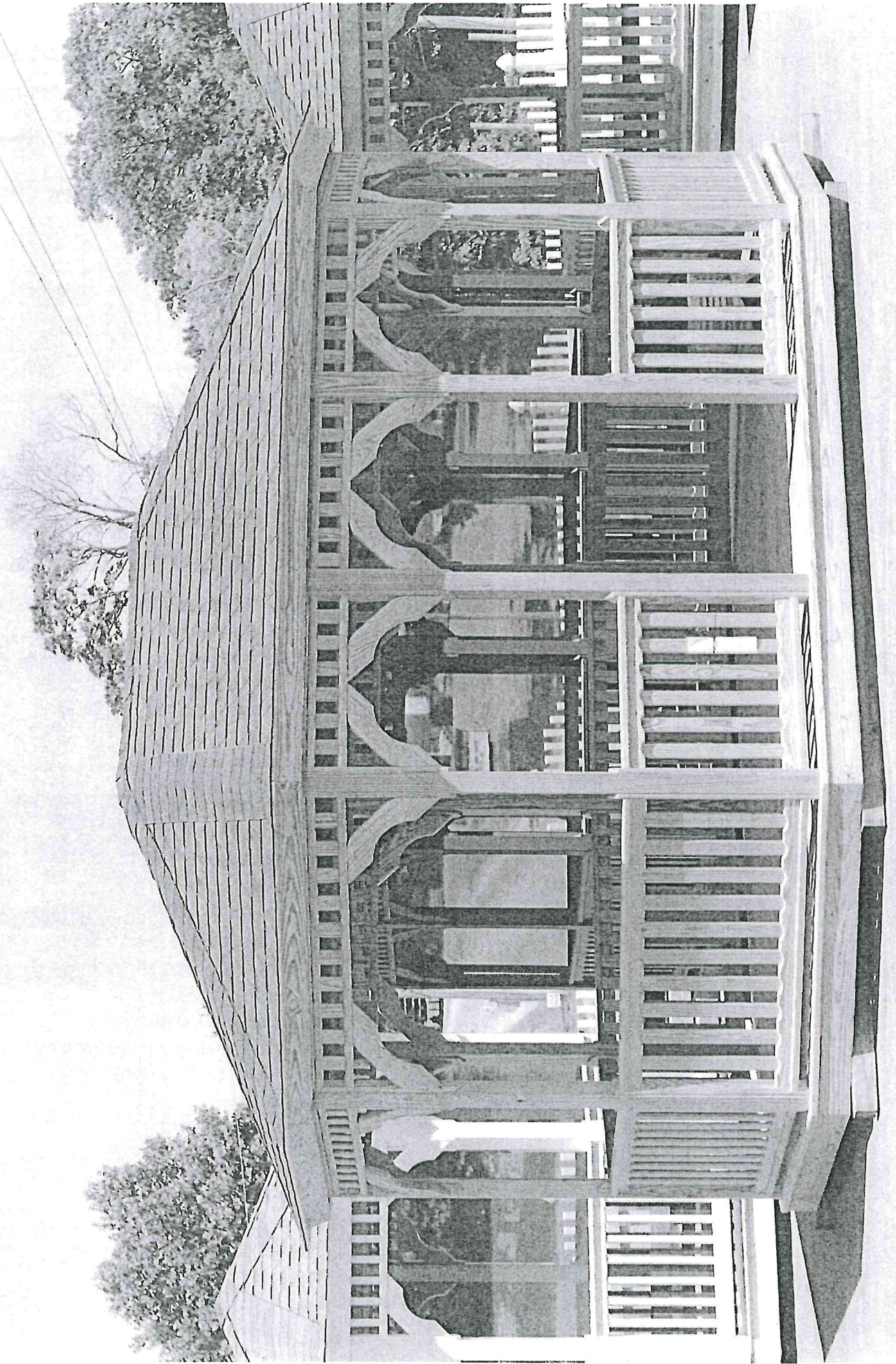


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HOUSING AUTHORITY OF THE TOWN OF NEWTON

32 Liberty Street
Newton, New Jersey
07860

SPECIAL MEETING NOTICE

In accordance with the provisions of Chapter 231, Public Laws 1975, a Special Newton Housing Authority Meeting will be held on Monday, August 29th, 2022, at 5:00 PM. This meeting is being held in lieu of the August 15th regularly scheduled meeting which was cancelled due to a lack of a quorum. All normal business for the months of July and August will be considered at this meeting.

The Public meeting will be held in the Community Room at Liberty Towers, 32 Liberty Street, Newton, New Jersey 07860.

WILLIAM F. SNYDER
Executive Director

Date: 8/24/22

Instructions: Publish in the NJ Herald & Star Ledger.

Post on the Official Bulletin Board in the Town of Newton, NJ.