

NEWTON HOUSING AUTHORITY

AGENDA

Special Meeting

Date: Monday, November 21st, 2022

Time: 5:00 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

2. ROLL CALL

Chairperson:	Maria Fiedorczyk	Term of Office	5/1/20-4/30-25
Vice-Chairman:	Richard Bitondo		5/1/22-4/30/27
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. Flag Salute

4. ANNOUCEMENT 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 New Jersey Herald 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.

5. PUBLIC COMMENTS-Agenda Items

6. APPROVAL OF THE MINUTES:

- a. October 17th, 2022 Regular Meeting
- b. October 17th, 2022 Executive Session

7. ADMINISTRATIVE REPORT

Executive Director's Report & Discussion

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2022-37, Approval of Bill List for the November 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 November 2022 meeting in the amount of \$69,452.17 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 #2022-38, Approval of FYE 12/31/23 Budget

2023 HOUSING AUTHORITY BUDGET RESOLUTION

Newton Housing Authority

FISCAL YEAR: January 01, 2023, to December 31, 2023

WHEREAS, the Annual Budget for Newton Housing Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023, has been presented before the governing body of the Newton Housing Authority at its open public meeting of November 21, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$660,600.00, Total Appropriations including any Accumulated Deficit, if any, of \$622,240.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$200,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather

it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority, at an open public meeting held on November 21st, 2022, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning January 01, 2023, and ending December 31, 2023, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Newton Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 12th, 2022.

RESOLUTION #2022-39 Approval of Contract for Legal Services

WHEREAS, the Newton Housing Authority has a need for legal services to address normal business issues and a potential 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 one (1) proposal, on 9/16/22, in response to its duly published Request for Proposals; and

WHEREAS, the proposer has agreed to a contract based upon their hourly rate with no monthly retainer; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to this law firm based upon price and qualifications; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for legal services be hereby awarded to the highest Rated proposal:

Breslin & Breslin
41 Main Street
Hackensack, New Jersey 07601

In the hourly amount of \$175.00

RESOLUTION #2022-40-Adopiton of Designated Smoking Area

WHEREAS, the United States Department of Housing & Urban Developed implemented a "Smoke-Free" Policy in public housing on December 5th, 2016, for final implementation on July 30th, 2018; and

WHEREAS, the policy includes all interior areas of the building, including apartments and was implemented in an effort to eliminate second-hand smoke between units; and

WHEREAS, the Newton Housing Authority implemented a no-smoking policy to comply with HUD's required no-smoking policy guidelines; and

WHEREAS, meetings were conducted with residents, notices distributed, and leases were amended prior to implementation of the policy; and

WHEREAS, HUD and the State of New Jersey allows for a designated smoking area on the property which must be a minimum of 25 feet away from the perimeter of the building; and

WHEREAS, the Housing Authority has an active group of smokers that are requesting that the Housing Authority provide a designated smoking area on the property; NOW THEREFORE

BE IT RESOLVED, by the Board of Commissioners of the Newton Housing Authority that a designated smoking area is hereby established in the gazebo outside the community room and a 10-foot perimeter around the gazebo and in no area less than 25 feet from the building perimeter; and

BE IT FURTHER RESOLVED, that the Board of Commissioners will revisit the designated smoking area policy in six (6) months to determine if the smokers and location are working in compliance with HUD's smoke-free rules and regulations; and

BE IT FURTHER RESOLVED, that the Board of Commissioners reserves the right to relocate or totally eliminate the designated smoking area in the future.

PUBLIC COMMENTS-General Items

11. EXECUTIVE SESSION (if necessary)

12. ADJOURNMENT

Attachments:

- 1) November Bill List**
- 2) 2023 Budget**
- 3) Special Meeting Notice**
- 4) Proposal for roof repair**
- 5) Commissioners-Term of Office**