

NEWTON HOUSING AUTHORITY

AGENDA

Special Meeting

Date: Monday, December 19th, 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	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:

6.1 November 21st, 2022, Meeting Minutes

7. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2022-42, Approval of Bill List for the December 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 December 2022 meeting in the amount of \$88,104.65 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 #2022-43, Adoption of Annual Budget
2023 ADOPTED BUDGET RESOLUTION**

Newton Housing Authority

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Housing Authority for the fiscal year beginning January 01, 2023, and ending December 31, 2023, has been presented for adoption before the governing body of the Newton Housing Authority at its open public meeting of December 19, 2022; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$660,600.00, Total Appropriations, including any

Accumulated Deficit, if any, of \$622,240.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$200,000.00 and Total Unrestricted Net Position Utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority at an open public meeting held on December 19, 2022, that the Annual Budget and Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning January 01, 2023, and ending December 31, 2023, is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

RESOLUTION #2022-44, Approval of Contract for Accounting Services

WHEREAS, the Newton Housing Authority has a need for accounting services to address normal business issues and maintain a set of accounting records; 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 12/14/22, 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 this accounting 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 accounting services be hereby awarded to the highest Rated proposal:

Polcari & Company
2035 Hamburg Turnpike
Wayne, New Jersey 07470

In the amount of \$20,400.00 annually.

BE IT FURTHER RESOLVED that the term of the contract shall be 1/1/23 to 12/31/23 with one (1) additional renewal at the option of the Board of Commissioners

RESOLUTION #2022-45, Approval of Contract for Audit Services

WHEREAS, the Newton Housing Authority has a need for Auditing services to conduct an audit of the Housing Authority's books and records; 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 12/14/22, 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 this auditing 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 auditing services be hereby awarded to the highest Rated proposal:

Giampaolo & Associates
467 Middletown Lincroft Road
Lincroft, New Jersey 07738

In the amount of \$6,840.00.

RESOLUTION #2022-46, Approval of Annual Meeting Notice for 2023

WHEREAS, the Newton Housing Authority is required to publish an Annual Meeting Notice in accordance with the requirements of the New Jersey Open Public Meetings Act (OPMA); and

WHEREAS, the Newton Housing Authority by-laws provide that the monthly meeting of the Housing Authority be held on the second Monday of each month; and

WHEREAS, the Executive Director has prepared the 2023 Annual Meeting Notice for review and approval by the Board of Commissioners; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the attached 2023 Annual Meeting Notice is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to advertise the meeting notice and distribute according to OPMA.

RESOLUTION #2022-47, Adoption of Defiant Trespass and Ban Policy

WHEREAS, the Newton Housing Authority manages an elderly, disabled and handicapped housing complex at 32 Liberty Street, Newton, New Jersey (Liberty Towers); and

WHEREAS, the Newton Housing Authority has an obligation to provide a safe and secure environment for its residents; and

WHEREAS, the Newton Housing Authority needs to adopt a “Defiant Trespass and Ban policy to be able to eliminate bad actors that could cause a security risk or pose danger to the residents; and

WHEREAS, the basis for establishing a Defiant Trespass and Ban Policy is based upon both federal and state laws and regulations; and

WHEREAS, a recent incident at Liberty Towers prompted the Housing Authority create a policy that will assist in providing additional security at Liberty Towers; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners that the attached “Defiant Trespass and Ban Policy is hereby adopted; and

BE IT FURTHER RESOLVED that this policy shall become effective immediately.

PUBLIC COMMENTS-General Items

11. EXECUTIVE SESSION (if necessary)

12. ADJOURNMENT

Attachments:

- 1) 11/21/22 Meeting Minutes
- 2) December Bill List
- 3) Special Meeting Notice-12/19/22
- 4) Tabulation of Proposals-Accounting & Auditing
- 5) 2023 Annual Meeting Notice
- 6) No-Trespass Order-T. DeMarinis
- 7) Defiant Trespass & Ban Policy