

NEWTON HOUSING AUTHORITY

AGENDA

Regular Monthly Meeting

Date: Monday, February 13th, 2023

Time: 5:15 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 28th, 2022. 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 January 23rd, 2022, Meeting Minutes

7. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2023-6, Approval of Bill List for February 2023 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 February 2023 meeting in the amount of \$68,896.97 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 #2023-7, Approval of Contract Administrator Services with the Cliffside Park Housing Authority for SVC

WHEREAS, the Newton Housing Authority has expressed an interest in converting its public housing (Section 9) to Project Based Vouchers (Section 8) under the U.S. Department of Housing & Urban Development's (HUD) Streamlined Voluntary Conversion (SVC) Program; and

WHEREAS, SVC would provide additional cashflow to the Housing Authority that will allow for greater rehabilitation to the building (Liberty Towers; and

WHEREAS, HUD requires that the Housing Authority administer a Tenant Based Section 8 Voucher Program or have a Contract Administrator (CA) to participate in the SVC Program; and

WHEREAS, the Newton Housing Authority does not have a Section 8 Tenant Based Program and would need a CA to participate in the SVC Program; and

WHEREAS, the Newton Housing Authority issued a formal Request for Proposal (RFP) for the Contract Administrator where proposals were due on Wednesday, February 8th, 2023; and

WHEREAS, the Newton Housing Authority received one (1) proposal for Contract Administrator services which has been reviewed by the Executive Director and found to be acceptable; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority be approved for submission to HUD as follows:

Cliffside Park Housing Authority
500 Gorge Road
Cliffside Park, New Jersey 07010
for up to 75% of the Section 8 earned administrative fee; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to submit this proposal to HUD and process all necessary documents to process with the Streamlined Voluntary Conversion application.

RESOLUTION #2023-8, Rejection of Laundry Equipment Bid

WHEREAS, the Newton Housing Authority has issued a formal Request for Bids to purchase new laundry equipment for Liberty Towers; and

WHEREAS, the Newton Housing Authority received one (1) bid for the replacement of three (3) washers and three (3) dryers; and

WHEREAS, the bid was in excess of the projected budget of \$17,500.00 and the vendor did not provide any evidence that they possessed the minimum experience in the providing ;laundry equipment; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the bid submitted by TM Brennan Services be hereby rejected; and

BE IT FURTHER RESOLVED that the Executive Director be hereby authorized to readvertise for bids for new laundry equipment.

PUBLIC COMMENTS-General Items

11. EXECUTIVE SESSION (if necessary)

12. ADJOURNMENT

Attachments:

- 1) 1/23/23 Meeting Minutes
- 2) February Bill List
- 3) Proposal for CA Services
- 4) Bid for laundry Equipment
- 5) Verizon Lease Letter
- 6) Mazteck Proposal for Tablets