

# NEWTON HOUSING AUTHORITY

## AGENDA

### Regular Monthly Meeting

**Date:** Monday, June 12th, 2023

**Time:** 5:15 PM

**Location:** 32 Liberty Street, Newton, NJ

#### 1. CALL TO ORDER

#### 2. ROLL CALL

		<b>Term of Office</b>
<b>Chairperson:</b>	Maria Fiedorczyk	5/1/20-4/30-25
<b>Vice-Chairman:</b>	Richard Bitondo	5/1/22-4/30/27
<b>Commissioners:</b>	Mary Ann Carlson	5/1/19-4/30/24
	Wendy Vandermaas	5/1/23-4/30/28
	Karen Crossley	5/1/22-4/40/27
	Joseph Ricciardo	5/1/19-4/30/24

#### 3. Flag Salute

#### 4. 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 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 May 8th, 2023, Meeting Minutes

#### 7. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

#### 8. OLD BUSINESS

## 9. NEW BUSINESS

## 10. RESOLUTIONS

### **RESOLUTION #2023-15, Approval of Bill List for June 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 June 2023 meeting in the amount of \$64,203.24 be approved for payment.
2. That the proper officers of the Authority be authorized to pay for all items on the list of invoices.
3. That this Resolution shall take effect immediately.

### **RESOLUTION #2023-16, Approval of RAD Part 58 Environmental**

**WHEREAS**, the Newton Housing Authority is interested in converting Liberty Towers from public housing to Project Based Vouchers under HUD Streamlined Voluntary Conversion Program (SVC); and

**WHEREAS**, the Housing Authority is required to complete a Part 58 Environmental study as part of the SVC application process; and

**WHEREAS**, the Housing Authority solicited for proposals by advertising in 2 newspapers of general circulation on 2 separate dates; and

**WHEREAS**, the Housing Authority received three (3) proposals for the Part 58 Environmental study on May 24<sup>th</sup>, 2023 which have been reviewed by the Executive Director; and

**WHEREAS**, the Executive Director is recommending that the contract be awarded to the highest rated proposal; **NOW, THEREFORE**

**BE IT RESOLVED**, by the Board of Commissioners of the Newton Housing Authority that a contract for environmental services be hereby awarded to:

TTI Environmental  
1253 North Church Street  
Moorestown, New Jersey 08057  
In the amount of \$5,000.00; and

**BE IT FURTHER RESOLVED** that the Executive Director and Chairperson are authorized to execute all documents necessary to effectuate the contract.

### **RESOLUTION #2023-16, Termination of Elevator Maintenance Contract**

**WHEREAS**, the Newton Housing Authority awarded a contract to Excel Elevator Maintenance Company per a public bid; and

**WHEREAS**, the term of the contract was two (2) years commencing 1/1/22 and ending 12/31/23; and

**WHEREAS**, the Housing Authority has experience numerous issues concerning poor service and apparent overbilling; and

**WHEREAS**, the Housing Authority previously put Excel Elevator on notice that the contract would be terminated if the services was not improved; and

**WHEREAS**, the Housing Authority again placed Excel Elevator on Notice on May 15<sup>th</sup> that the contract would be terminated if the service issues were not corrected; and

**WHEREAS**, the issues cited in the May 15<sup>th</sup> and May 24<sup>th</sup> were not resolved to the satisfaction of the Executive Director; and

**WHEREAS**, the Executive Director is recommending termination of the contract effective June 30<sup>th</sup>, 2023; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that the elevator maintenance contract with Excel Elevator s hereby terminated effective June 30<sup>th</sup>, 2023; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to notify Excel Elevator that their contract has been terminated and to execute a new elevator contract with Current Elevator in an amount not to exceed \$8,400 for 2022 and 8,800.00 for 2023.

#### **RESOLUTION #2023-16, ACC Amendment for 2023 Capital Fund Program**

**WHEREAS**, the Newton Housing Authority received public housing funding under HUD's Capital Fund Program; and

**WHEREAS**, the Housing Authority must execute an amendment to its Annual Contributions Contract (ACC) to receive the CFP funding; and

**WHEREAS**, the Housing Authority received \$137,498.00 CFP funding for 2023; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that the attached Annual Contributions Contract for 2023 be hereby amended; and

**BE IT FURTHER RESOLVED** that the Executive Director and Chairperson are hereby authorized to execute all documents necessary to secure the 2023 CFP funding.

#### **11. PUBLIC COMMENTS-General Items**

#### **12. EXECUTIVE SESSION (if necessary)**

#### **13. ADJOURNMENT**

**Attachments:**

- 1) 5/8/23 Meeting Minutes**
- 2) June Bill List**
- 3) ED Interim Report**
- 4) Part 58 Environmental Proposal tabulation**
- 5) CFP ACC Amendment and budget**