

STATE OF NEW JERSEY  
NEWTON HOUSING AUTHORITY  
32 Liberty Street  
Newton, New Jersey 07960

April 10, 2023

(Condensed version of taped minutes of Regularly Scheduled  
Monthly Meeting of Newton Housing Authority)  
Commencing at 5:22 P.M.)

**ROLL CALL:**

Present: Vice-Chairman Richard Bitondo  
Commissioner Mary Ann Carlson  
Commissioner Karen Crossley  
Commissioner Joe Ricciardo

Also Present:  
Executive Director William F. Snyder  
Deborah Alvarez, Secretary/Transcriber

Excused: Chairman Maria Fiedorczyk  
Commissioner Wendy Vandermaas

**FLAG SALUTE**

**OPEN PUBLIC 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 New Jersey Herald & Star Ledger on December 28, 2022. The New Jersey Open Public Meetings 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 welcome and encouraged by the Newton Housing Authority to comment during the public comment portions of the meeting. There will be two public comment sections of the meeting. Residents can address the Board of Commissioners on Agenda items during the Public Comments 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 provide your name and address.

## **PUBLIC COMMENTS ON AGENDA ITEMS – nothing at this time**

### **APPROVAL OF MINUTES – March 20, 2023**

Motion to approve made by Commissioner Ricciardo; 2<sup>nd</sup> by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (4)      Excused: Fiedorczyk/Vandermaas

### **ADMINISTRATIVE REPORT – ED William Snyder**

Annual Recertifications underway; 5<sup>th</sup> floor notified; everyone getting into system as they are recertified – HUD EIV System - Enterprise Income Verification, going to a data base in Washington, D.C. and incomes reported to NHA is compared against incomes they have in their computer from various sources: Social Security, IRS. On occasion we get a report that income reported is not what is actually the case, resident called in and it is addressed – either repayment agreement or something was mistakenly not reported. We will have them all done before August 1<sup>st</sup>, reaching out to residents who do not submit on time.

We only have 1 vacancy now – 5K, which is being painted. We are finishing paperwork on other apartments. Waiting list: Karen going through waiting list, reaching out to people. More information next month, but we may have to advertise to get more applicants to fill building. Most housing authorities have a residency preference for local residents – Newton resident goes to top of list, which was taken out at NHA. NHA only states Sussex County resident, reason being they were having a problem getting applicants. ED feels if you're a Newton resident – 1 point; Sussex County resident – 1 point – Newton & Sussex is 2 points – going ahead of anyone from other towns. ED feels towns that have housing authorities, built buildings like this and are accepting payment in lieu of taxes, providing additional services – in return we make sure it's a local resident being taken care of first. We can set up a committee to review the preferences, see where we are. Other preferences – for veterans or wife of a veteran. Perhaps man passes away – war time vet – wife still alive. They would lose preference as its only actual veteran.

Streamline Voluntary Conversion – we met with residents last month; sent Consent Forms around. Most residents have agreed, but 3 have not consented to Voluntary Conversion. Everybody else signed the form and agreed. One person is in rehab center now, so we're waiting for her return. One other person with special needs and their guardian will be in to see Karen; already agreed to sign it. Two new people coming to finalize their paperwork, we'll give Consent Form to them then. We have 80 apartments, 76 agreed, 3 no and 1 vacancy. Decisions about the 3 will not be project based unless residents change their minds later on. ED might have meeting with 3 individually, see why they don't want to sign.

New signage on outside of building. Ed will put up rest of signs soon as part of spring cleanup.

Cycle painting – 2<sup>nd</sup> floor had 3 people that want painting done. So far 1 person from 3<sup>rd</sup> floor. ED thought at least 20 apartments – so this week ED will send out letter to other floors. If they want apartments painted, please sign up. ED will then get painter and prices; moving furniture out of apartment – valuables to be removed by resident. Items moved into hallway or in center of room, cover it, wall items removed. Done in one day. Community Room will have food or whatever needed, etc. or go out with friends/family for the day.

Window repairs completed in 5 units. Next 5 will be done April 17<sup>th</sup>. Tenants signing up for installation of a/c in and out. With Streamline Conversion and Project Based Vouchers, there's no "excess utility charge". Money tenants paying now, they won't have to pay. We're hoping to find a way to leave a/c in all the time.

Common Areas – The Community Room will get painted eventually. Ed painted first floor; moved furniture into lobby; fireplace is in. Looks great. Laundry room equipment is on Agenda tonight. Award of contract for equipment. Bid thrown out last month – original bid was \$26,100. A company came in at \$12,343.60 – almost half. Fowler Equipment is a big laundry distributor everywhere. Before it's installed we will have cards worked out – some tenants have money on their cards. If card cannot be used, they'll be reimbursed and given a new card; not sure if old cards will work.

Capital Needs Assessment for Streamline Conversion – we have nothing yet. They are having a problem in getting onto HUD portal to enter this information; asking for a paper draft this week so we have it. Problem is perhaps – Capital Needs Assessment is not a requirement of Streamline Conversion – but a requirement of RAD Program. Because of that we don't have a number as I never put RAD application in. I'll call Washington, D.C. to see how to get NHA in the system, but trying now for paper copy so Commissioners have it to review. With SVC, tonight there is a resolution approving authorizing ED Snyder to submit application, everything in order. Mayor has given NHA a letter of support from Township. We're in good shape to proceed. Goal is to get approved by end of 2023. Best way to do it is to close on SVC; then go and secure everything in terms of banking loan and do renovation work. This way HUD's out of the equation. We do what we think is best for money we have.

Right-to-Know Survey that's done every year was done. Survey that tells what chemicals and things are in building that NHA uses for cleaning, gets uploaded to a portal. It could not be done until April 1<sup>st</sup>. It will be uploaded this week.

Verizon Issue – they removed all of their equipment. ED looked at roof; roof damage not nearly what ED was led to believe, actually more of a lesion, hardly see it any more on rubber. Verizon has agreed to coat roof with same material and have our roofer agree to those materials, which he just signed off on, the type that will keep our roof warranty, etc. Verizon has agreed to that, and entire area will be coated.

Landscaping – We expect landscaper to come in soon; scheduled to be here April 3<sup>rd</sup>, but no show. Rescheduled with him for April 13<sup>th</sup> – not always reliable, but we'll get mulch, etc. that needs to be done.

Top floor of building – trash compactor chute room – on 5<sup>th</sup> floor there is a timer located on the wall. Time is for roof air-handler that blows fresh air into the corridors, it's actually a code requirement to have that as it pressurizes the corridors – someone unknown to us has a key to access to that and going in and turning timer off – we believe. From time to time we find timer off. New lock will be installed. In the wintertime, it blows cold air in; we need to get that fixed to make sure there's a heating element blowing warm air in the winter not cold air.

Shopping Carts – Commissioner Crossley donated 2 carts and office looking at carts Commissioner Ricciardo suggested – cart was reasonable, but shipping was costly. We are still looking, but hope donated carts will work. She is working on getting "plates" for carts to say they belong to NHA. Still looking for a grocery-type shopping cart.

Bulletin Boards installed into elevators by Ed. They were ordered from Amazon.

Residents Association – Held a very nice luncheon on April 5<sup>th</sup>. Commissioner Crossley and her entire family was here serving food. Karen from Office chipped in. Everyone had a nice time. Maintenance Ed and his wife Colleen prepared small baskets for every single tenant and ED received one as well – tea bags, cookies, each egg stuffed with candy and other items. ED thanked Colleen on behalf of everyone and thank you to Commissioner Crossley, your family, Karen in Office, Ed and Colleen and Resident Association, Joan. It was a great job and a lot of fun.

## **OLD BUSINESS**

Vice-Chairman Bitondo inquired about Financial Disclosure time for each Commissioner. ED said it's due April 30<sup>th</sup> and comes directly from Town Clerk Terry Oswin. ED will send email to Commissioners. V/C Bitondo: NHA website is a little out of date – no agendas for this year. ED will add all contracts over \$17,500 as well. V/C Bitondo suggested adding Staff – Karen and Ed also. NHA going to archive NHA policies and get onto web site for easy access.

## **NEW BUSINESS**

V/C Bitondo: For next meeting, re-establish preferences for waiting list. Commissioners should discuss and ED send out a memo with some ideas, so Board can think about them. Many make a lot of sense, no major controversies.

## **RESOLUTIONS #2023-11 THROUGH AND INCLUDING #2023-13**

### 1. RESOLUTION #2023-11 – APPROVAL OF BILL LIST FOR APRIL 2023 MEETING

Motion to approve bill list for April 2023 in amount of \$50,045.89 made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (4)

Excused: Fiedorczyk/Vandermaas

2. RESOLUTION #2023-12 – CONTRACT AWARD LAUNDRY EQUIPMENT

Motion to approve contract with Fowler Laundry Equipment in amount of \$12,343.60 made by Commissioner Ricciardo; 2<sup>nd</sup> by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (4)      Excused: Fiedorczyk/Vandermaas

3. RESOLUTION #2023-13 – AUTHORIZATION TO SUBMIT AN APPLICATION FOR STREAMLINED VOLUNTARY CONVERSION FOR 80 PUBLIC HOUSING UNITS

Motion to approve made by Commissioner Ricciardo; 2<sup>nd</sup> by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (4)      Excused: Fiedorczyk/Vandermaas

**PUBLIC COMMENTS – General Items**

CELESTE – #4J - Thanked Commissioners and ED Snyder for all the improvements and NHA getting better. V/C Chairman: We want residents to be safe and comfortable, something that the community can be very proud of.

GEORGE - #2P – Requested radio for lobby; it would be nice to have some quiet music; ED noted there are two sides to this – some residents don't want anyone to sit in lobby. Concept might be to have radio in Community Room. V/C Bitondo: Community Room would be place to sit, relax and have music, not necessarily lobby area. Commissioner Crossley: Once Wi-Fi is back in Community Room, TV will be on. GEORGE: ED said TV would be on when apartments being painted, but it doesn't work. Commissioner Crossley: She will bring DVDs during those days. ED will look into why TV doesn't work and radio can be brought back in Community Room.

ANN - #5N – Will prices go up with new laundry equipment? Washer is \$1.75 and dryer is \$1.00 for an hour. ED wasn't contemplating that. What does local Laundromat charge? Commissioner Ricciardo: \$5.75 for small machine; \$9.90 for big machine; dryers are .75 for 10 minutes. ED: Laundry money put aside for new machines. ED will look into it and check numbers. Board consensus is to leave as is. ANN: When will washers/dryers be installed? ED will know by Wednesday and send out a notice regarding money on cards, etc.

PHYLLIS – 5M – Can we get rid of piano, which just collects dust. ED said periodically someone might move into building that plays piano, it doesn't take up a lot of room.

**ADJOURNMENT FOR REGULAR MEETING**

Motion to adjourn regular meeting to go into closed session made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (4)      Excused: Fiedorczyk/Vandermaas

Motion to go into Closed Session made by Commissioner Ricciardo; 2<sup>nd</sup> by  
Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Fiedorczyk/Vandermaas

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber