

# NEWTON HOUSING AUTHORITY

## AGENDA

### Regular Monthly Meeting

**Date: Monday, August 14th, 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. 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 June 12th, 2023, Meeting Minutes

**7. ADMINISTRATIVE REPORT**

7.1 Executive Director's Report & Discussion

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. RESOLUTIONS**

**RESOLUTION #2023-19, Approval of Bill List for July 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 July 2023 meeting in the amount of \$49,441.22 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 #2023-20, Approval of Bill List for August 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:

2. That the attached list of bills for August 2023 meeting in the amount of \$85,801.21 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 #2023-21, Authorization to Solicit Proposals for A/E Services**

**WHEREAS**, the Newton Housing Authority is in the planning phase of 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 expend its public housing reserve funds, in the amount of \$694,903 at 12/31/22, prior to converting or be subject to loss of these funds; and

**WHEREAS**, the Housing Authority needs to hire and architectural/engineering firm to prepare public bidding documents to obtain contractors to make repairs to Liberty Towers with its reserve funds; and

**WHEREAS**, the Executive Director is recommending that the Housing Authority solicit for architectural/engineering services in order to be prepared for the conversion and to spend the funds before SVC closing; **NOW, THEREFORE**

**BE IT RESOLVED**, by the Board of Commissioners of the Newton Housing Authority that the Executive Director is authorized to solicit for proposals for architectural/engineering services to utilize the balance of the Housing Authority's reserve funds prior to SVC conversion.

### **RESOLUTION #2023-22, Approval of Annual Plan**

WHEREAS, the U. S. Department of Housing & Urban Development (HUD) requires that the Housing Authority submit and Annual & Five-year plan via electronic submission; and

WHEREAS, the Newton Housing Authority' Five Year plan was good until 2024 and needs to be updated and submitted to HUD with the Annual Plan; and

WHEREAS, the plan template and related forms are is dictated by HUD and prepared by the Housing Authority's Executive Director; and

WHEREAS, the Liberty Towers Resident Association has been notified, in writing, that they have a right to submit comments concerning the Annual Plan & 5 Year Plans; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that the attached Annual & 5 Year Plans are approved for submission to HUD; and

**BE IT FURTHER RESOLVED** that the Chairperson and Executive Director are authorized to execute all forms and documents necessary to effectuate the submission of the Annual Plan.

### **RESOLUTION #2023-23, Settlement of Civils Right Case**

WHEREAS, a resident at Liberty Towers made a complaint to the New Jersey Division of Civil Rights alleging that the Housing Authority discriminated against XXXXXXXX by not allowing to transfer to another unit; and

WHEREAS, the Housing Authority would like to settle with the state of New Jersey by approving the settlement agreement to avoid potential litigation; and

WHEREAS, the settlement agreement does not acknowledge any act of unlawful discrimination against XXXXXXXX or any other resident; and

WHEREAS, this is the second complaint alleging discrimination by XXXXXXXX for not being allowed to transfer; and



WHEREAS, the Housing Authority has made every effort to accommodate XXXXXXXX requests to transfer based upon its existing policy; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Newton that the attached “Negotiated Settlement Agreement with the New jersey Division of Civil Rights is hereby approved; and

BE IT FURTHER REWOLVED that the Chairperson and Executive Director are authorized to execute the settlement agreement and submit it to the State of Jersey.

**RESOLUTION #2023-24**

**(Amendment to the Admissions & Continued Occupancy Policy)**

WHEREAS, the Newton Housing Authority (NHA) administers the federal public housing program at Liberty Towers; and

WHEREAS, the regulations require that the Housing Authority adopt an Admissions & Continued Occupancy Policy (ACOP) which governs the administration of the public housing program; and

WHEREAS, the ACOP allows the Housing Authority to establish “local preferences” which are utilized to determine placement on the waiting list in accordance with 24 CFR 960.206; and

WHEREAS, the NHA’s current admission preferences provide for 2 categories: Residents of Sussex County and Working Families (20 hours per week); and

WHEREAS, all local preferences are aggregated together, and the applicant is placed on the waiting list in accordance with the highest point score; and

WHEREAS, the Board of Commissioners would like to amend its local preferences to include more categories and allow for greater access by Newton residents; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the Admissions & Continued Occupancy Policy is amended to revise the local preferences as follows:

- Residents of Newton (defined as residing or working for a Newton based Company)
  - Veterans
  - Spouse of a veteran
  - (1 point for each preference)
- Points are aggregated together to determine placement on the waiting list.  
Applicants with the same point score are placed on the waiting list according to date and time of application submission.

BE IT FURTHER RESOLVED that this change shall be effective after a 45-day resident comment period.

**RESOLUTION #2023-25**  
**(Painting Contract Award)**

WHEREAS, the Newton Housing Authority has a need to paint the interior of Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

**WHEREAS**, the Housing Authority's Procurement Policy requires that the Authority obtain bids & proposals for all goods & services; and

**WHEREAS**, the Housing Authority issued a formal Request for Bids that was duly published in the official newspaper of general circulation; and

**WHEREAS**, the Housing Authority received four (4) bids, on in response to its duly published Request for Bids; and

**WHEREAS**, the Executive Director has reviewed the bids and has determined that the contract should be awarded to the lowest responsible bidder; and

**NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that a contract for interior painting be hereby awarded to the lowest responsible bidder:

A&A Painting & Contracting  
111 Columbia Street  
Highland Park, NJ 08904

In the amount of \$42,000 plus unit painting at \$1,195.00 (0 bdr.) & 1,495.00 (1 bdr.) per unit; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute a contract for interior painting with A&A Painting & Contracting.

**11. PUBLIC COMMENTS-General Items**

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

**13. ADJOURNMENT**

**Attachments:**

- 1) **6/12/23 Meeting Minutes**
- 2) **July Bill List**
- 3) **August Bill List**
- 4) **ED Interim Report**
- 5) **Civil Rights Settlement**
- 6) **Annual Plan-2024**
- 7) **HUD Local Resident Definition**
- 8) **Painting Bid Tabulation**