

NEWTON HOUSING AUTHORITY

AGENDA

Regular Monthly Meeting

Date: Monday, September 11th, 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	5/1/23-4/30/28
	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 August 14th, 2023, Meeting Minutes
- 6.2 August 14th, 2023, Executive Session Minutes

7. ADMINISTRATIVE REPORT

- 7.1 Executive Director's Report & Discussion

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2023-26, Approval of Bill List for September 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 September 2023 meeting in the amount of \$54,408.86 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 #2023-27, Authorization to Solicit Bids to Replace Common Area Flooring

WHEREAS, the Newton Housing Authority has need to replace the flooring in the corridors, Community Room, and common areas at Liberty Towers; and

WHEREAS, the U. S. Department of Housing & Urban Development provides annual funding to make capital improvements at Liberty Towers through the Capital Fund Program (CFP); and

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

WHEREAS, the Housing Authority desires to make building improvements that would improve the quality of life for its residents; and

WHEREAS, the purchase of the flooring would require that public bidding documents be prepared by the Executive Director and a formal solicitation for bids be authorized by the Board of Commissioners; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the Executive Director is authorized to prepare bidding documents and solicit for public bids to replace the flooring at Liberty Towers.

RESOLUTION #2023-28, Authorization to Solicit for Miscellaneous Bids & Proposals

WHEREAS, the Newton Housing Authority has need to provide various services that are funded from its operating budget; and

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

WHEREAS, the Housing Authority Procurement Policy has specific maximum terms that contract can be executed for, and which need to rebid on a regular basis to ensure that all prices are fair and reasonable; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the Executive Director is authorized to prepare bidding documents and solicit for public bids/Proposals for the following services:

Snowplowing
Landscaping
HVAC Services
Exterminating
Garbage Removal
Flooring
Painting
Custodial services

11. PUBLIC COMMENTS-General Items

12. EXECUTIVE SESSION (if necessary)

13. ADJOURNMENT

Attachments:

- 1) 8/14/23 Meeting Minutes
- 2) September Bill List
- 3) ED Interim Report
- 4) Contract Register