

NEWTON HOUSING AUTHORITY
AGENDA
Regular Monthly Meeting

Date: Monday, October 16th, 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. 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 9/11/23 Meeting Minutes

7. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2023-29, Approval of Bill List for October 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 October 2023 meeting in the amount of \$118,058.02 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 #2023-30, Change-Order #1 to Painting Contract

WHEREAS, the Newton Housing Authority (NHA) has entered into a contract with A&A Painting and Contracting to paint the interior of Liberty for \$42,000.00; and

WHEREAS, NHA has determined that it would like to paint the 3 stairwells at Liberty Towers that were not included in the bid specifications; and

WHEREAS, the New Jersey Local Public Contracts Law allows a public body to execute change order for up to 20% of the initial contract; and

WHEREAS, NHA has received an estimate of \$5,900.00 from A&A Painting & Contracting to paint the 3 stairwells; and

WHEREAS, the Executive Director has reviewed the estimate and is recommending approving the change-order for the stairwell painting; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that change order #1 to the painting contract with A&A Painting and Contracting is hereby approved as follows:

Initial Contract	\$42,000.00
Change-order #1	\$5,900.00

Total Contract \$47,900.00

RESOLUTION #2023-31, APPROVAL OF FYE 12/31/22 AUDIT REPORT

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended December 31st, 2022, has been completed and filed with the Hackensack Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the Newton Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31st, 2022, and, specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

RESOLUTION #2023-32, Contract Award-Replace Jockey Pump

WHEREAS, the Newton Housing Authority has a need to replace a jockey pump for the fire sprinkler system that is leaking; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority three (3) written price quotes for all work under \$17,500.00; and

WHEREAS, the Housing Authority received three (3) price quotes to replace the leaking jockey pump; and

WHEREAS, the Executive Director has reviewed the three price quotes received and is recommending awarding the contract to the lowest priced vendor; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for replacement of the 3 HP jockey pump be awarded to:

RJM
1070 River Road
Phillipsburg, NJ 08865
In the amount of \$7,450.00

RESOLUTION #2023-33, Contract Award-A/E Services

WHEREAS, the Newton Housing Authority has a need for architectural/engineering (A/E) services to prepare public bidding documents to replace the roof and install air conditioning at Liberty Towers; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Housing Authority solicit proposals for all professional services; and

WHEREAS, the Housing Authority issued a formal Request for Proposals for A/E services which were received on 10/23/23 at 10:00 AM; and

WHEREAS, the Housing Authority received six (6) proposals for A/E services which were reviewed and rated 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 the contract for architectural/Engineering services be awarded to:

Wallace & Watson Associates, PC
609 Hamilton Street
Suite 200
Allentown, Pa. 18101
In the amount of \$52,900.00

11. PUBLIC COMMENTS-General Items

12. EXECUTIVE SESSION (if necessary)

13. ADJOURNMENT

Attachments:

- 1) 9/11/23 Meeting Minutes**
- 2) October Bill List**
- 3) ED Interim Report.**
- 4) Letter to Mayor-Part 58**
- 5) A&A Change-order quote**
- 6) Jockey Pump tabulation & quote**
- 7) SVC Timetable**
- 8) A/E Tabulation/ratings for A/E Services**