

NEWTON HOUSING AUTHORITY

AGENDA

Regular Meeting

Date: Monday, December 11th, 2023

Time: 5:15 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

2. ROLL CALL

		Term of Office
Chairperson:	Vacant	
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. Maria Fiedorczyk-Moment of Silence in Remembrance

5. 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.

All members of the public should be cognizant of the rights and feelings of any individual they feel compelled to discuss at an open public meeting. General comments and statements should be made in a calm and civil manner. Comments that violate the rights of employees, residents or members of the public could be subject to a civil lawsuit for damages. The individual making such statements will be personally liable for any monetary damages resulting from their statements.

6. PUBLIC COMMENTS-Agenda Items

7. APPROVAL OF THE MINUTES:

6.1 11/20/23 Meeting Minutes

8. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

9.

10. OLD BUSINESS

11. NEW BUSINESS

12. RESOLUTIONS

**RESOLUTION #2023-35
(Approval of Bill List for December 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 December 2023 meeting in the amount of \$63,409.13 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 #2023-36, Approval of Contract for Audit Services

WHEREAS, the Newton Housing Authority has a need for Auditing services to conduct an audit of the Housing Authority's books and records; and

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

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

WHEREAS, the Housing Authority received one (1) proposal, on 11/22/22, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to this auditing firm based upon price and qualifications; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for auditing services be hereby awarded to the highest Rated proposal:

Giampaolo & Associates
467 Middletown Lincroft Road
Lincroft, New Jersey 07738

In the amount of \$7,800.00.

RESOLUTION #2023-37
(Approval of Annual Meeting Notice for 2024)

WHEREAS, the Newton Housing Authority is required to publish an Annual Meeting Notice in accordance with the requirements of the New Jersey Open Public Meetings Act (OPMA); and

WHEREAS, the Newton Housing Authority by-laws provide that the monthly meeting of the Housing Authority be held on the second Monday of each month; and

WHEREAS, the Executive Director has prepared the 2024 Annual Meeting Notice for review and approval by the Board of Commissioners: **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the attached 2024 Annual Meeting Notice is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to advertise the meeting notice and distribute according to OPMA.

**RESOLUTION #2023-38
(Painting Contract Award)**

WHEREAS, the Newton Housing Authority has a need to paint apartments as each turnover at 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 two (2) bids, on 11/22/23, 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; **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:

Unicorn Building Services
1100 Park Street
Ridgefield, NJ 07657

In the amounts of \$850.00 (Studio) & 1,020.00 (1 bedroom) per unit; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract for interior painting with Unicorn Building Services.

**RESOLUTION #2023-39
(Flooring Contract Award)**

WHEREAS, the Newton Housing Authority has a need to replace flooring at 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 one (1) bid, on 11/22/23, 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; **NOW THEREFORE**

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

Powell Flooring
1811 Union Valley Road
West Milford, NJ 07480

In the amounts of \$3,186.50.00 (0 bedroom) & \$4,546.50.00 (1 bedroom) per unit; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract for flooring services with Powell Flooring.

**RESOLUTION #2023-40
(Landscaping Contract Award)**

WHEREAS, the Newton Housing Authority has a need to maintain its landscaping at 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 one (1) bid, on 11/22/23, 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; **NOW THEREFORE**

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

Palmer Landscaping
206 Fredon-Springfield Road
Newton, NJ 07860

In the amounts as follows:

\$110.00 weekly mowing
\$3,650.00 Mulch
\$25.00 per gallon for weed killer
\$1,056.00 Spring Cleanup
\$1,728.00 Fall Cleanup; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract for landscaping services with Palmer Landscaping.

**RESOLUTION #2023-41
(Snow Removal Contract Award)**

WHEREAS, the Newton Housing Authority has a need to remove snow and ice at 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 one (1) bid, on in response to its duly published Request for Bids; and

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

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

Gerber Landscaping Services
1011 Old Foundry Road
Newton, NJ 07860

In the amounts of:

\$145.00 Driveway & Parking Lot per occurrence
\$145.00 Salt/Calcium Chloride per occurrence
\$120.00 per hour Snow relocation when necessary
\$115.00 Sidewalks per occurrence; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract for snow removal services with Gerber Landscaping Services.

**RESOLUTION #2023-42
(Waste/Recycling Contract Award)**

WHEREAS, the Newton Housing Authority has a need to remove its trash & recyclables at 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 one (1) bid, on 11/22/23, in response to its duly published Request for Bids; and

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

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for waste/recycling services be hereby awarded to the lowest responsible bidder:

Waste Management of NJ
100 Brandywine Blvd. Suite 300
Newtown, Pa 18940

In the amounts as follows:

\$1,192.98 Garbage Dumpster 2 times per week
\$597.31 Recycling 2 times per week

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract for waste/recycling services with Waste Management of New Jersey...

2. **PUBLIC COMMENTS-General Items**
3. **EXECUTIVE SESSION (if necessary)**
4. **ADJOURNMENT**

Attachments:

- 1) 11/20/23 Meeting Minutes**
- 2) 2024 Annual Meeting Notice**
- 3) December Bill List**
- 4) Bid Tabulations**
- 5) Executive Director Report**