

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

September 11, 2023

(Condensed version of taped minutes of Regularly Scheduled
Monthly Meeting of Newton Housing Authority
Commencing at 5:17 P.M.)

ROLL CALL:

Present: Chairman Maria Fiedorczyk
Vice-Chairman Richard Bitondo
Commissioner Mary Ann Carlson
Commissioner Wendy Vandermaas
Commissioner Joseph Ricciardo

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

Excused:
Commissioner Karen Crossley

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 interest 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 - AGENDA ITEMS – nothing at this time

MOMENT OF SILENCE – 22ND ANNIVERSARY OF SEPTEMBER 11, 2001

Vice-Chairman Bitondo requested a Moment of Silence in respect and honor of all those killed 22 years ago in 9-1-1 Terrorist Attacks.

APPROVAL OF THE MINUTES – Regular & Executive Session Minutes – August 14, 2023

Motion to approve Regular Meeting minutes of August 14, 2023 made by Chairman Fiedorczyk; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (5)

Excused: Crossley

Motion to approve Executive Session Meeting minutes of August 14, 2023 made by Commissioner Carlson; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (5)

Excused: Crossley

ADMINISTRATIVE REPORT – EXECUTIVE DIRECTOR SNYDER

1. Contract awarded for painting, which started today. Corridor walls first from top floor to bottom; all trim work will be done after that. Only 5 residents wanted their full apartments painted when work first started – now 12 residents and separate price for bath or kitchen. Some have signed up for that. As work goes on, other residents might sign up.
2. 3 vacant apartments will be added to the list and get them painted. Plan is to lighten up hallways as there are no windows, light fixtures will be changed to give more lumens.
3. Policies are uploaded; Commissioners have received access to Cloud to look at policies. I'll work on revisions and upload on a PDF format to NHA website so anyone can see them.
4. Karen and I worked on Contractor Register. Now when things expire – plumber, attorney, accountant, HVAC – went through minutes and was able to produce Contractor Register with all the terms. Now in advance, we'll go out and get proposals on time so contracts don't expire.
5. Audit report received today and to be mailed to Commissioner, not on agenda. There is Affidavit Commissioners must sign stating you received it, reviewed specifically Comments & Recommendations. It will be on next month's agenda, in case you have any questions.
6. Payment in Lieu of Taxes (PILOT) – audit will be sent to Borough of Newton, payment already made, but Town requested audit as well.
7. State of New Jersey requires NHA submit a report on an annual basis of violent crimes or any type of drug offenses in building or around building. It was completed and sent in. We've not had anything. Report geared more toward cities where there are many family units and problems.
8. Commissioner Ricciardo and I spoke about parking lot in the back, doing something when big renovations are started. There is a parking shortage; many residents have to

park in the back. It is being worked on. There are cars people don't use and will work with residents to remove cars so we have additional spots.

9. Vacancies: There are 3 vacancies at the moment. One more is moving out. Part of the problem we are having with leaks in the building, drain to tub where drain is – the cast iron is rotting in many, causing lots of leaks. It starts at 5th, goes to 4th, 3rd, 2nd and so on. We had 1 tub replaced a month ago, moving resident to another apartment. Now we realize we have many. Ed has quantified that we currently have 12. We are getting prices from plumbers to make those repairs, as leaks are causing a lot of damage. To fix it, we would need to remove tubs. In the interim, Ed is using a material used under water to temporarily stop leaks in the tub. Once it's in there, it's forever.
10. Resident Association has a meeting on September 13th; had their BBQ on September 9th.
11. Shed outside was cleaned out. All of the shovels that residents used for snow removal are back in the shed.
12. A rubber gasket which wasn't working properly was replaced at the entrance door. There are still leaks on front porch, which are from leaking tubs above. As we've found where leaks are coming from, now we have to fix them, which is almost every apartment.
13. Storage area: a lot of NHA storage were moved from the Compactor Closets into the former Verizon Room. Lights are being installed and Office will store files in there. Site Plan was finally found last month while I was going through files; Site Plan is needed for conversion to RAD. Newton firm that did original survey is still around and Mr. Catalano, Jr. believes he has the legal description, which he can give to me, if that is all that is required. If it needs to be updated, he will give me a price in a few days, which is needed for part of the conversion. Chairman Fiedorczyk asked if original files have been found. ED Snyder said yes some, but not everything.
14. Air handler has been working on/off. It needs a new switch, which is on order for weeks.
15. Streamline Conversion – application is essentially complete. Some items needed yet: legal description for property and small site map to upload to portal. Also need Part 58 Environmental Survey. We started in July; I spoke with man today who stating we had oil tanks on the property; we are paying insurance for that. We need a Phase I and a Phase II environmental. I don't believe it's needed, but it may be. Man will give me a proposal stating: ordinarily if you have a tank they're going to find some oil and then have to go to Phase II. Phase I says you have oil; Phase II they dig it up and test the soil. When finally get down to clean soil, then a report goes to DEP (formerly called a NFAN – No Further Action Needed); now goes to LSRP (Licensed Site Remediation Specialist) as State really doesn't do it themselves anymore and you get a clean bill of health. I'm working on that, which takes time; tanks are still in the ground. There is a vent; one tank is being used for generator, as it isn't a gas generator. In looking at files, I believe one tank was removed, which was used for something else, but I'm not sure, hoping to find that file. If we have insurance on it now, I'm assuming some kind of Phase I was done, unless they just had insurance because it was oil. Man will give us price to do both; his original assessment was \$5,000 (which is fair), Phase I and II will be a lot more than that. I explained we can only approve a Change Order for up to 20% of the original contract, which is \$1,000. I'd do an RFP to go out and have that done, if we need it. An RFP was sent out for initial proposal. Commissioner Ricciardo suggested he do as an "add

alternate to the original contract". ED Snyder said it can't be done, if it exceeds 20% under Local Public Contract Law. Everything is done with exception of description and some environmental things. After that, everything will be uploaded and hit **SUBMIT** and we're in. They take 60 days after you submit to reject it, approve it or come back with additional request for information. The insurance company was called but have no knowledge of it. ED Snyder Googled Contaminated Sites and NHA are not on it.

One question is in doing Site Investigation, did you notice a vent or vent cap from any type of tanks of any obvious sort? I said yes and that's what triggers the next way of dealing with it.

16. Window Repairs were complete in all apartments with the exception of windows with air-conditioners still in. Ed will be scheduling the removal of A/C units this week for those who want them out. At the same time, Ed will schedule the repair of those windows.
17. Activities: SNAP Program – Norwescap will come here September 14th and provide information on their programs. Karen scheduled September 21st for Norwescap to have a sign-up event for those who are income eligible to receive 20 lbs of food monthly.
18. Matter of Balance, which is a program we've had in the past, will be here on September 13th ending November 1st from 9 A.M. to 11 A.M. They will begin again in January-February 2024.

Pen Pal Program from high school, they will be starting that up again in September.

Holiday Craft Event with Sussex County Division of Social Services on November 30th from 1 P.M. to 3 P.M. here in Community Room.

Division of Social Services will be holding Game Shop Nights. Karen working on dates and will notify residents once confirmed.

OLD BUSINESS – nothing at this time

NEW BUSINESS – nothing at this time

RESOLUTIONS #2023-26 through #2023-28

1. RESOLUTION #2023-26 - APPROVAL OF BILL LIST FOR SEPTEMBER 2023 MEETING

Motion to approve payment of bills in amount of \$54,408.86 made by Commissioner Ricciardo; 2nd by Commissioner Carlson.

Chairman Fiedorczyk asked about Planet Network. ED Snyder: It provides internet service to Office and new cameras. Everything works fine and internet never goes down.

VOTE: AYES/All Present Commissioners (5)

Excused: Crossley

2. RESOLUTION #2023-27 – AUTHORIZATION TO SOLICIT BIDS TO REPLACE COMMON AREA FLOORING

Phyllis asked about dogs in the building that are incontinent and urinate before they get outside. Some days the hallways smell terrible. Instead of taking care of the area, they just put powder on it and it sat there. ED Snyder: If you know, suspect or see the problem, please come to the Office and we will see who it is. Today a dog was not on a leash when coming off the elevator; we do have cameras and we see the problem, we tell residents please try to comply. If you know about what time it occurred, we can look on the camera and figure it out ourselves.

ADJOURNMENT

Motion to adjourn made by Commissioner Bitondo; 2nd by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (5)

Excused: Crossley

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber