

NEWTON HOUSING AUTHORITY
AGENDA
Regular Meeting

Date: Monday, January 22nd, 2024

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. Moment of Silence-Keith Keoppel

5. ANNOUCEMENT OF 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 the New Jersey Herald and Star Ledger on December 6th, 2023. 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. ANNUAL REORGANIZATION (Election of Officers)

a. Committee Appointments

Building & Grounds (R. Bitondo, J. Ricciardo)

Resident Service Advisory Committee (K. Crossley, W. Vandermaas)

7. MARIA FIEDORCZYK REMEMBRANCE

Presentation

Richard Bitondo-NHA Vice Chairperson

William F. Snyder-NHA Executive Director

Deputy Mator-Helen R. Le Frois

Councilmember-Matthew S. Dickson

Councilmember-Sandra Lee Diglio

Councilmember-Michelle J. Teets

Presentation of Maria Fiedorczyk Service Award

Light Refreshment at the meeting conclusion

8. PUBLIC COMMENTS-Agenda Items

9. APPROVAL OF THE MINUTES:

9.1 12/11/23 Meeting Minutes

10. ADMINISTRATIVE REPORT

10.1 Executive Director's Report & Discussion

11. OLD BUSINESS

12. NEW BUSINESS

13. RESOLUTIONS

RESOLUTION #2024-1 (Approval of Bill List for January 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 January 2024 meeting in the amount of \$65,449.73 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 #2024-2 (Late Budget Resolution)

TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE NEWTON HOUSING AUTHORITY BUDGET FOR THE FISCAL PERIOD JANUARY 1, 2024 TO DECEMBER 31, 2024

WHEREAS, the regulatory deadline for introduction of the Authority's budget (November 1) is 2 months prior to the beginning of the Authority's fiscal year (January 1), and

WHEREAS, the Authority's budget projections are substantially affected by HUD's Operating Subsidy Calculation and Formulas and,

WHEREAS, operating subsidies provided by HUD and operating expenses required additional analysis, the Authority was required to take additional time in estimating its total operating subsidy and expense amounts, and

WHEREAS, said Housing Authority Budgets are now ready for introduction,

NOW, THEREFORE BE IT RESOLVED. By the Commissioners of the Newton Housing Authority as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Newton Housing Authority's budget for the fiscal year January 1, 2024, to December 31, 2024.

**RESOLUTION #2024-3
(Adoption of the 2024 Budget)**

2024 ADOPTED BUDGET RESOLUTION

Newton Housing Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Housing Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Newton Housing Authority at its open public meeting of January 22,2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$714,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$627,325.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$100,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority at an open public meeting held on January 22,2024 that the Annual Budget and Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning January 01, 2024, and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

**RESOLUTION #2024-4
(Renewal of Legal Services Contract)**

WHEREAS, the Newton Housing Authority has a need for legal services to address normal business issues and a potential RAD conversion; 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 9/16/22, in response to its duly published Request for Proposals; and

WHEREAS, the proposer has agreed to a contract based upon their hourly rate with no monthly retainer; and

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

WHEREAS, the Housing Authority is allowed to renew this contract for one (1) additional twelve (12) month term subject to approval of the Board of Commissioners and the recommendation of the Executive Director; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for legal services be renewed for one additional twelve-month term with:

Breslin & Breslin
41 Main Street
Hackensack, New Jersey 07601

In the hourly amount of \$175.00; and

**RESOLUTION #2024-5
(Renewal of Contract for Accounting Services)**

WHEREAS, the Newton Housing Authority has a need for accounting services to address normal business issues and maintain a set of accounting 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 12/14/22, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director reviewed the proposal and recommended that the contract should be awarded to this accounting firm based upon price and qualifications;

WHEREAS, the Housing Authority is allowed to renew this contract for one (1) additional twelve (12) month term subject to approval of the Board of Commissioners and the recommendation of the Executive Director; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the existing contract for accounting services be hereby renewed for one additional term with:

Polcari & Company
2035 Hamburg Turnpike
Wayne, New Jersey 07470
In the amount of \$20,400.00 annually.

BE IT FURTHER RESOLVED that the new term of the contract shall be 1/1/24 to 12/31/24.

RESOLUTION #2024-6
(Authorization to rebid Executive Director/Management Services)

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 Chairperson is authorized to prepare a Request for Proposals (RFP) and solicit for proposals for Executive Director/Management Services.

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

15. **ADJOURNMENT**

Attachments:

- 1) 12/11/23 Meeting Minutes**
- 2) 12/31/23 Financial Statement**
- 3) January Bill List**
- 4) Executive Director Report**
- 5) "Draft" RFP for Management Services**