

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

December 11, 2023

(Condensed version of taped minutes of Regularly Scheduled
Monthly Meeting of Newton Housing Authority
Commencing at 5:15 P.M.)

ROLL CALL:

Present:

Vice-Chairman Richard Bifondo
Commissioner Mary Ann Carlson
Commissioner Karen Crossley
Commissioner Joseph Ricciardo
Commissioner Wendy Vandermaas*

Also Present:

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

FLAG SALUTE

MARIA FIEDORCZYK – MOMENT OF SILENCE IN REMEMBRANCE

(Vice-Chairman Bifondo spoke about Chairman Fiedorczyk being on Board of Commissioners here the longest, her loyalty, her empathy; a kind-hearted soul and someone you could always count on. Maria will be missed greatly by the Newton community and from Newton Housing Authority.)

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 an 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. 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, 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.

PUBLIC COMMENTS – AGENDA ITEMS – nothing at this time

APPROVAL OF THE MINUTES – November 20, 2023

Motion to approve minutes of November 2023 made by Commissioner Crossley; 2nd by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (4)

*Absent for Vote: Vandermaas

ADMINISTRATIVE REPORT – EXECUTIVE DIRECTOR SNYDER

1. **All RFPs** went out previously and contracts being awarded this evening. (Resolutions #2023-38 through #2023-42.)
2. All policies of Newton Housing Authority will be uploaded – Admission Continued Occupancy Policy will be one of the first as HUD has made changes.
3. **Vacancies** – There are currently 5 vacancies – 2 units are ready; 1 is in very bad shape and needs flooring; 1 needs kitchen cabinets. Ed is working on that. Karen is calling people now regarding 2 available units.
4. After painting was completed, residents requested hooks be reinstalled on doors for hanging wreaths, etc. Ed has completed that where people requested them.
5. Notice issued to everyone regarding bulk items; should not be placed in hallway as it's a Fire Code Violation. If the tenant needs it removed, Office has name of someone who has agreed to take it out at a very reasonable price.
6. **Air Handler** - The new free stack that was installed is now working properly. Ed changed all 12 air filters as air handler is now running. The air handler was turned on in the corridors, which pressurizes the corridors. Resident complained that mold was coming out of registers on the floors; very aggravated about it. I checked it out, not mold but just dust/dirt accumulating. Tenant threatened to go to Health Department. Because of that, we took off all the registers; they were cleaned, put back on. Stanley Steamer is coming in and going to clean the make-up air shaft all the way to 1st floor, which should take care of that.
7. **Elevator Clutch** will cost \$8,100 to replace it. Parts are on order. Elevator in-service, we hope it doesn't go out.
8. No roof leaks at the present time. Ed and I have inspected it before ice/snow happens. There is ponding on roof, but looks to me like there was tapered installation, but not flowing to the drains. When we do new roof, we will make sure it's properly tapered so water drains. Water on a rubber roof when it freezes can cut right through rubber.
10. **Kick-off Meeting with Architect** – Architect was selected last month to do roof and air-conditioners. They'll come back to us, bring it to the Buildings & Grounds Committee with some ideas on how to that. Architect here half a day looking at roof, which is relatively simple to replace as not a lot of protrusions through it. They took measurements; we gave them drawings. They also took a look at the compactor when they were here. Our compactor has not been working for years, and they'll see if anything can be done with that so #1, it doesn't smell, no odors. #2 it will work so tenants can use it instead of

walking to back of property. Details and logistics are not worked out yet. They're trying to find a P-Tack unit. Dimensions on all the ones I looked at were slightly bigger than that opening in the window. They're going to do calculations and give us an idea, possibly cutting through the block.

(At this point, Commissioner Vandermaas came into the meeting – 5:30 P.M.)

Commissioner Carlson asked about recycling bin? ED SNYDER: Usually, it's put in pails and taken out.

11. **Jockey Pump** that's leaking in back room is still leaking. We're told it's anywhere from 6 weeks to 3 months to get the parts. There is some rust and water on the floor.
12. **Exterminator Schedule** being prepared; residents are notified, and tech comes monthly. Notice will be posted for upcoming month as to when to expect them.
13. Group of tenants got together and put up decorations throughout the building. It looks very festive.
14. **Resident Association** having a Holiday Party coming up on December 20th at noon. Board Members are also invited.
15. **Tenant Gary Renaldi** who has antique Lionel trains; he set trains up in Arts & Craft Room. He will set the trains up for tenants to see between December 18th-January 15th.
16. **Sussex County Community College Culinary Institute** is having its Senior Citizen Lunch on December 14th. Many of NHA residents have signed up for it.
17. **Sussex County Health Department** is coming on December 15th to sign people up who need PAAD – pharmaceutical program – at 10 A.M. If you need help they'll be here. Income limits are \$52,000 for individual; \$59,000 for a couple.
18. **Sussex County** also coming on January 26th, February 9th and March 1st. They will do a Blood Pressure Clinic, heart screening and a nutritional presentation. Karen is going to prepare a slide or put it on the bulletin board and get to all residents.

OLD BUSINESS

Vice-Chairman Bitondo noted need to update NHA website as agendas, minutes and audits are behind schedule in being posted. Agendas should be posted prior to a meeting being held, so NHA delinquent with that.

NEW BUSINESS

Vice-Chairman Bifondo said Chairman Fiedorczyk was retiring and Commissioners had discussed an award for Maria. Commissioner Crossley suggested inviting her family and Kevin to the January meeting to present posthumously a crystal obelisk. Commissioner Ricciardo will speak a bit on his friendship with Maria for over 40 years, when he ran for Council with her brother, noting how hard she worked on their campaign; truly a great, caring woman. V/C Bitondo and Commissioner Ricciardo will work on presentation. ED Snyder will reach out to her family members and Town Manager Tom Russo. NHA meeting will be Monday, January 22, 2024. Commissioner Crossley will take care of refreshments.

V/C Bitondo asked for FY-2023 financial report for January 22nd meeting or February, so report will be complete. ED Snyder has asked accountant for quarterly report one month after quarter ends.

RESOLUTION #2023-35 THROUGH AND INCLUDING RESOLUTION #2023-42.

1. RESOLUTION #2023-35 – APPROVAL OF BILL LIST FOR DECEMBER 2023 MEETING

Motion for payment of bill list in amount of \$63,409.13 made by Commissioner Ricciardo; 2nd by Commissioner Carlson **with Commissioner Crossley abstaining on #4.**

	AYES	NAY	ABSTAIN
Commissioner Vandermaas	X		
Commissioner Carlson	X		
Commissioner Crossley	X		#4 – X
Commissioner Ricciardo	X		
Commissioner Bitondo	X		

VOTE: AYES/All Present Commissioners (5) Abstain: #4/Crossley

2. RESOLUTION #2023-36 – APPROVAL OF CONTRACT FOR AUDIT SERVICES

Motion to approve contract for audit services made by Commissioner Crossley; 2nd by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (5)

3. RESOLUTION #2023-27 – APPROVAL OF ANNUAL MEETING NOTICE FOR 2024

Motion to approve Annual Meeting Notice Dates made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (5)

4. RESOLUTION #2023-38 – PAINTING CONTRACT AWARD

Motion to approve painting contract made by Commissioner Ricciardo; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

5. RESOLUTION #2023-39 – FLOORING CONTRACT AWARD

Motion to approve flooring contract made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (5)

6. RESOLUTION #2023-40 – LANDSCAPING CONTRACT AWARD

Motion to approve landscaping contract made by Commissioner Crossley; 2nd by Commissioner Ricciardo.

Discussion among ED Snyder and Commissioners regarding reasonable costs of Palmer Landscaping including weed killer.

VOTE: AYES/All Present Commissioners (5)

7. RESOLUTION #2023-41 – SNOW REMOVAL CONTRACT AWARD

Motion to approve snow removal contract made by Commissioner Ricciardo; 2nd by Commissioner Carlson.

Discussion among ED Snyder and Commissioners regarding snow removal. Cost is per their visit not per storm with minimum of 3" of snow.

VOTE: AYES/All Present Commissioners (5)

8. RESOLUTION #2023-42 – WASTE/RECYCLING CONTRACT AWARD

Motion to approve waste & recycling contract made by Commissioner Vandermaas; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

PUBLIC COMMENTS – GENERAL ITEMS

CELESTE - #4J – Thanked ED Snyder and Commissioners for all they do to make it happy here for residents.

MARILYN MILLER - #4L – Is it possible to get notices to residents to move their cars before plows show up when snow removal needed or to get help in shoveling cars out. V/C Bitondo asked ED Snyder if it's possible to get notice from Gerber perhaps an hour ahead of them coming. ED Snyder will reach out to Gerber to ask about it.

V/C Bitondo asked if an addendum could be added to snow removal contract; if Gerber has a small snow blower that could go between the cars. Commissioner Ricciardo: Because of space between cars, it is not possible to get a snow blower between them.

LOUIS – #2E – Works part-time for emergency maintenance here; cleaned out ducts but dust really stuck to ducts. ED Snyder said Stanley Steamer was here today and they can clean them.

KATHLEEN - #2L – An apartment has been empty since September, it is still vacant and has been updated, why isn't it rented? ED Snyder: Some people turned it down. 96 might be waiting, but that doesn't mean they'll say yes. We are in process of doing it now.

MARY - #3D – Very pleased with prices here; visitors like the building and think it's very cheerful and comforting. Thank you very much.

V/C Bitondo sent photos to ED Snyder and Chairperson Fiedorczyk of John Jay Building in Dover. It is dear to him as his wife's grandmother was resident there; wife's mother was a Commissioner. The building is beautiful and looks very stately, well maintained and landscaped. We here are working towards that.

ADJOURNMENT

V/C Bitondo wished everyone a very **Merry Christmas and Happy New Year!**

Motion to adjourn meeting made by Commissioner Ricciardo; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

Meeting adjourned at 5:54 P.M.

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber