

NEWTON HOUSING AUTHORITY
AGENDA
Special Meeting
(Rescheduled Meeting From 4/8/24)

Date: Monday, April 15, 2024

Time: 5:15 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

- a. Introduction & Swearing in of Commissioner Mark Fiedorczyk

2. ROLL CALL

| | | Term of Office |
|-----------------------|------------------|-----------------------|
| Chairperson: | Richard Bitondo | 5/1/24-4/30/29 |
| Vice-Chairman: | Karen Crossley | 5/1/22-4/30/27 |
| Commissioners: | Mary Ann Carlson | 5/1/24-4/30/29 |
| | Mark Fiedorczyk | 5/1/20-4/30/25 |
| | Wendy Vandermaas | 5/1/23-4/30/28 |
| | Joseph Ricciardo | 5/1/24-4/30/29 |

3. Flag Salute

4. ANNOUNCEMENT OF OPEN PUBLIC MEETINGS ACT

Adequate notice of this meeting has been provided by the filing of a Special Meeting Notice with Municipal Clerk, posting on the official bulletin board and delivery of same to the New Jersey Herald and Star Ledger on April 3rd, 2024. 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.

5. PUBLIC COMMENTS-Agenda Items

6. APPROVAL OF THE MINUTES:

6.1 3/11/24 Meeting Minutes

7. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

**RESOLUTION #2024-10
(Approval of Bill List for April 2024 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 the April 2024 meeting in the amount of \$67,510.47 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 #2024-11
(Contract Award
for Executive Director/Management Services)**

WHEREAS, the Newton Housing Authority has a need for Executive Director/Management Services to comply with state law and maintain/manage Liberty Towers, 32 Liberty Street, Newton, New Jersey; 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 (RFP) that was duly published in the official newspaper of general circulation; and

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

WHEREAS, the proposal was reviewed and rated by the Chairperson & Vice Chairperson who have deemed that the proposal has been submitted in accordance with the requirements of the RFP; and

WHEREAS, the Newton Housing Authority desires to award the contract to Execu-Tech based upon their submission and past experience in running the Housing Authority;
NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for Executive Director/Management Services be hereby awarded to:

Execu-Tech, Inc
20 Marin Lane
Manahawkin, New Jersey
In the amount of \$256,581.00

BE IT FURTHER RESOLVED that the contract approval is subject to review by the Housing Authority attorney; and

BE IT FURTHER RESOLVED that the Housing Authority's insurance agent must review the vendor Certificate of Insurance in conjunction with the Housing Authority's insurance to deem if the vendor's insurance coverages and limits are sufficient; and

BE IT FURTHER RESOLVED that the Chairperson is authorized to execute all documents necessary to effectuate this contract.

RESOLUTION #2024-12
(Approval of Invoice for Renovation of Exterior Garden)

WHEREAS, the Newton Housing Authority has an exterior vegetable garden area for use by the residents of Liberty Towers; and

WHEREAS, the garden area was in need of renovation to make the planter higher for ease of use by the elderly & disabled residents; and

WHEREAS, management secured a price quotation for the garden renovation in the amount of \$1,860.00 from Notchwood Landscaping of Glenwood, New Jersey and

WHEREAS, the New Jersey Local Public Contracts Law provide that the Housing Authority receive 3 price quotations for contracts that exceed 15% (\$2,625.00) of the bid threshold (\$17,500.00); and

WHEREAS, the Executive Director met with the Resident Advisory Board to discuss the garden renovations and to determine if the work should proceed for the benefit of the residents which was authorized; and

WHEREAS, the work was satisfactorily completed, and an invoice was submitted by the vendor for \$6,050.00 which was in excess of the original price quotation approved by the Executive Director; and

WHEREAS, the Executive Director met with the contractor to discuss the difference in the original quotation and the final price submitted by the vendor; and

WHEREAS, the contractor indicated that he had submitted multiple price quotations for different work items at Liberty Towers and the Housing Authority staff confused two of the price quotations and actually accepted the price quotation for the flower planter renovations on the opposite side of the building from the vegetable garden area; and

WHEREAS, there was confusion and a misunderstanding as to the pricing and the work being proposed that resulted in the work completed being significantly in excess of the estimate accepted by the Housing Authority; and

WHEREAS, the Executive Director has concluded that there was a lack of clear communication between the staff and the contractor as a result of basic human error; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the invoice from Notchwood Landscaping be hereby approved in the amount of \$5,912.20; and

BE IT FURTHER RESOLVED that the lack of obtaining three (3) price quotations was a result of human error and cannot be reversed since the work has been completed and accepted.

11. EXECUTIVE SESSION

12. ADJOURNMENT

Attachments:

- 1) 3/11/24 Meeting Minutes**
- 2) April Bill List**
- 3) Executive Director Report**
- 4) Special Meeting Notice**
- 5) Resident Notice on Policy Changes**
- 6) Proposal Rating for ED/Management Services**
- 7) Insurance Agent review of insurance**
- 8) Garden Planter renovation estimates.**
- 9) Re-appointment of Commissioners Carlson & Ricciardo**
- 10) Appointment of Commissioner Mark Fiedorczyk**

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

(Condensed version of taped minutes of Regularly Scheduled
Monthly Meeting of Newton Housing Authority
Commencing at 5:18 P.M.)

ROLL CALL

Present: Chairman Richard Bitondo
Vice-Chairman Karen Crossley
Commissioner Mary Ann Carlson
Commissioner Wendy Vandermaas

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

Excused: Commissioner Joseph Ricciardo

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 6, 2023. 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. Generally, we have two public comment sessions, but in the interest of time this evening because we do have some special guests, we're going to limit the comments to items on the Agenda. 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 law suit for damages. The individual making such statements will be personally liable for any monetary damages resulting from their statements.

PUBLIC COMMENTS – nothing at this time

APPROVAL OF MINUTES – FEBRUARY 2024

Motion to approve made by Commissioner Crossley; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (5)

Excused: Ricciardo

ADMINISTRATIVE REPORT – Executive Director Snyder

Resident Service Advisory Committee met for first time on February 28th. Meeting went well; Karen taking notes; other dates set up for quarterly meetings. Estimate presented to redo garden area - \$1,800 – it was approved. Garden as of this date has already been updated – planters, liners and 9 planting areas. Memo sent to every resident asking if they want to plant, please fill out form and sign up. First 9 will do planting, then waiting list. Two people have already signed up.

(Commissioner Ricciardo came from his meeting to inform Chairman Bitondo that Chairman is DCA appointment according to records that Council has {Governor's appointment to NHA Board}. Chairman Bitondo said he specifically requested to be Mayor/Council appointment last year and it was switched. Commissioner Ricciardo: They never changed the record; according to Council, you're DCA appointment. Chairman Bitondo: Their records are inaccurate. ED Snyder: Board requested I reach out to Democratic Chairperson, which I did, and supposedly he's been communicating with DCA to get someone appointed to that spot – Wayne McCabe. Commissioner Bitondo: I was originally appointed by Governor Christy 6 years ago, filling that term, then appointed by Council. Commissioner Ricciardo: Appointed by Council to fill the term as the Governor's appointment, which is what they're telling me. ED Snyder: Council doesn't approve someone for DCA appointment; it's the DCA Commissioner. So unless they made a reappointment, then technically they could replace him at any time. Chairman Bitondo: If they're looking to appoint two tonight --- Commissioner Ricciardo: No, they're appointing one. Chairman Bitondo: Because Resolution has two blanks for Commissioners. Commissioner Ricciardo: I'll ask them again, before they go on the record. Chairman Bitondo: Just make sure they only officially appoint one this evening. Commissioner Ricciardo: Between now and next Council meeting at end of the month, we'll get it straightened out. ED Snyder: I'll speak with Kathryn also. Chairman Bitondo: I intentionally gave up my gubernatorial appointment.)

(At this point in the meeting, Commissioner Ricciardo left the room.)

An item coming out of this meeting, which we have known, Resident Association not very active; spoke with Joan today about upcoming meeting next week. I'll attend that meeting trying to help them reorganize so it's more active, and more activities, get some others involved, more social activities. Improvements and better communication was discussed.

NHA has 5 vacancies which happened quite quickly; with recertification going on now, they're difficult to fill. One gentleman signed a lease and will move in.

Fire inspection done last month in February. Maintenance is taking care of all the items, notified Fire Department to re-inspect, but they haven't been back yet.

Roof air handler is still off as part is still on order. It is a new heating coil.

Streamline Conversion – many emails going back and forth; asking us for some final items, which led me to believe this is what NHA needs to get a final approval from them. Newark Field Office of HUD has sent their Field Office Certification saying NHA is good to go. One final item of an

appraisal, getting the assessed value as they needed that number and hope that will be it. One of the things NHA has to do is obligate the existing reserves, which is about \$1.2 million. Two other projects being done here are air-conditioning being installed in all apartments and new roof. Architect coming next week to do final measurements and discuss what their plans are. We're going with tapered insulation on roof to enable draining water properly off the roof; cost estimates were given. I think cost estimate is half of what it's going to be, but there may be some additional funding that we need to obligate so I want to be prepared for that. I'm asking for authorization to go out and get architectural proposals for list of other projects we have as back-up. One being parking lot, which will redirect storm water, changing elevations on catch basins and then repairing parking lot; milling and putting in new lot, repairing it in the back, whether or not we expand the spaces or not, speaking with architect first.

Building & Grounds consisting of Chairman Bitondo, Commissioner Ricciardo and myself. We've noted what tenants have said.

Activities: Game Shop Social from Division of Social Services of County started on March 5th and classes are ongoing here.

Two replacements of Commissioners are to replace Rick Turdo and Maria Fiedorczyk. Chairman Bitondo believes there is a hold on this. MaryAnn Carlson and Joe Ricciardo are scheduled for April meeting for confirmation.

Chairman Bitondo requested office make sure all contractors have proper insurance; Karen takes care of that and has certificates from them with each contract. New exterminator submitted his insurance papers. Question was raised about new exterminator as his fee was \$125 for "other items". His proposal includes everything that we were currently getting, using an example of emergency – bees or carpenter ants – something unforeseen. He charges a flat \$125. Having met with him, he seems very accommodating saying he lives near High Point. His company is from Staten Island, but in an emergency he'd be here. We went over his contract, which he needs to have a specific type of person here to be patient with residents, good communication, etc. He assured me man he is assigning here will do that. If not, there will be a problem.

Parking lot holes that developed over winter, reaching out to Town Manager Tom Russo, putting me in touch with DPW Superintendent Adam Voight. Adam came right over, took pictures of everything, will meet with Tom now. Hot patch not started yet in town; has NHA on the list and will talk with Tom. If more extensive than what I discussed with him, he may charge us X-amount of dollars. Newton employees are great: Tom, Terry, Katherine, Adam – Tax Assessor answered a question right away.

Chairs set up near our table so people can move up closer and hear us better.

Two items needed by me: authorization to go out for architectural services to do additional projects and an as NHA has an agreement in resolution form with Cliffside Park Housing Authority to act as our Contract Administrator for conversion. They need to have an agreement drawn up and CPHA has an attorney firm, DeCotiis, FitzPatrick, Cole & Giblin, that specializes in many of these conversions around New Jersey. CPHA will have them draft it up and NHA will be billed hourly for our share. So authorization is needed.

Contract Administrator Agreement for Cliffside Park Housing Authority at their government hourly rate; 2nd is that I'm given authorization to go out and get proposals from architectural firms for public bidding documents for parking lot and other items. Compactor works but there are issues

with odors, etc. Reached out to company doing maintenance when it was shutdown five or more years ago, so they will show our residents how it operates; #2 to see if it needs updated maintenance; #3 is to talk about odor issues and then report back to the Board. You can decide what you want to do in that regard. My thought is as long as we can have someone on weekends to change these containers, we do it on a trial basis; meet with residents first and let them know if we have same problems as before, it will be shut down again.

I've had problems with compactors in other buildings and I'm the Sherlock Holmes of compactor mysteries, not beyond me to pull out garbage bags and look who has mail containing their address, etc. and they get called out on it, correcting the problem.

RESOLUTIONS #2024-9 TO #2024-11

1. RESOLUTION #2024-9 – APPROVAL OF BILL LIST FOR MARCH 2024 MEETING

Chairman Bitondo did review bill of Executech.

Motion to approve bill list totaling \$82,467.89 made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Excused: Ricciardo

2. RESOLUTION #2024-10 – AUTHORIZING EXECUTIVE DIRECTOR WILLIAM SNYDER TO SOLICIT BIDS FOR ARCHITECTURAL ENGINEERING SERVICES FOR MAJOR CAPITAL IMPROVEMENT PROJECTS TO BE IDENTIFIED

Motion to approve Resolution #2024-10 made by Commissioner Crossley; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Ricciardo

3. RESOLUTION #2024-11 – COMMITMENT TO NEWTON HOUSING AUTHORITY TO PAY THEIR SHARE OF LEGAL FEES FOR THE CONSTRUCTION OF A CONTRACT WITH CLIFFSIDE PARK HOUSING AUTHORITY AS CONTRACT ADMINISTRATOR FOR STREAMLINE CONVERSION

Motion to approve Resolution #2024-11 made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Excused: Ricciardo

COMMENTS OF CITIZENS

MARILYN MILLER - #4L – garden looks beautiful, perhaps take down one branch so plants get more sun. ED Snyder said they might add planters to sit on railings and residents can plant flowers in there.

LISETTE HERNANDEZ - #3T – Chairman Bitondo suggested Ms. Hernandez redirect her comments as it pertains to a legal matter and should not be addressed at this public meeting.

ADJOURNMENT

Motion to adjourn made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Excused: Ricciardo

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber

There were no questions or comments regarding Resolutions #2024-10 and #2024-11.

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Newton Housing Authority
Bill List for 4/15/2024

| <u>Vendor</u> | <u>Amount</u> |
|--|---------------|
| 1 ABCCode Security | \$ 310.00 |
| 2 Bisanti, Anthony | \$ 349.00 |
| 3 Bisanti, Anthony | \$ 523.80 |
| 4 Brightspeed | \$ 196.12 |
| 5 Culligan Tri-County Water | \$ 102.59 |
| 6 Current Elevator Technology, Inc. | \$ 800.00 |
| 7 Ditto Copy Systems | \$ 256.80 |
| 8 Elizabethtown Gas | \$ 4,914.06 |
| 9 Execu-Tech, Inc. | \$ 28,662.23 |
| 10 Home Depot | \$ 1,082.45 |
| 11 LocalIQ | \$ 48.20 |
| 12 Management Computer Services | \$ 4,329.00 |
| 13 MARCNAHRO | \$ 745.00 |
| 14 Mazteck | \$ 763.00 |
| 15 National Tenant Network | \$ 29.00 |
| 16 Nature Plus Pest Control Inc | \$ 349.00 |
| 17 Notchwood Landscape | \$ 5,912.58 |
| 18 Petty Cash | \$ 193.59 |
| 19 Planet Network | \$ 209.95 |
| 20 Polcari & Co. | \$ 1,700.00 |
| 21 Public Employees' Retirement System | \$ 50.51 |
| 22 Public Employees' Retirement System | \$ 741.63 |
| 23 RAMMI Environmental Services, Inc. | \$ 850.00 |
| 24 Roto Rooter | \$ 340.00 |
| 25 Selective Insurance | \$ 30.00 |
| 26 T.A. Mountford Company | \$ 300.00 |
| 27 TGM | \$ 8,327.00 |
| 28 TGM | \$ 153.00 |
| 29 TGM | \$ 825.00 |
| 30 TGM | \$ 1,209.00 |

Paid Rent for March twice
Security Deposit
Annual Mtg and RFP-ED
PHA-Web Annual Support Fee
Mark Fiedorczyk
4th Quarter 2017
4th Quarter 2017
Compliance Services - Right to Know Survey
3C Bath Tub and Drain
Late Fee
Annual Kyocera Service Contract
Rooftop Hot Water Coil
4N Bleeder Valve Leaking
3F - replace sower valve and trim kit
Leak in Boiler Room

| | | | |
|------------------------------|-----------|------------------|-------------------------------|
| 31 TGM | \$ | 204.00 | No heat northside of building |
| 32 Unifed Vox | \$ | 94.56 | |
| 33 Universal Supply Group | \$ | 532.00 | 5 Gallon CRVO |
| 34 Vanguard Cleaning Systems | \$ | 500.00 | |
| 35 Waste Management | \$ | 1,877.40 | |
| TOTAL | \$ | 67,510.47 | |

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***Executive Director
INTERIM REPORT***

April 9, 2024

***Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860***

COVID19 AND OTHER COMMUNICABLE DISEASES

- No known cases of COVID19 as of 4/9/24
 - Covid19 test kits, masks, and disposable gloves are available in the office
- Sussex County Department of Health, Division of Nursing
 - New Covid19 Vaccine is available – information can be obtained online.
 - Flu Shots will not be administered at Liberty Towers but there are clinics throughout Sussex County to get the flu shot
- Tom Jurkouich to sanitize hallway railings, elevator cars, and buttons weekly

OFFICE

- On 4/5/24 at 10:23 am, 4.8 earthquake occurred
 - No known effects aside from rumbling of the building
- On 4/ /24, resident's dog urinated in elevator and did not clean up properly
 - Maintenance thoroughly cleaned elevator
 - Draft memo to resident to be approved by Bill
- On 4/3/24, a representative from Sussex County came to address complaints received by resident(s) that it was too hot in the building.
 - TGM had already fixed the problem that was due to by-pass shoot needed to be adjusted
- On 4/24/24, a representative from HUD will be coming into the office to see how things are done at the Newton Housing Authority
- On 4/5/24, an ominous person left a note in the office drop box stating that "Joan Has Master Key"
- Recertification is 97% complete
- NaturePlus Pest Control is now onboard. The first service was on 3/20/24. Lou Sylvain went with the Tech to each apartment as well as all the common areas
- Unit inspections took place on 3/21/24
 - Maintenance to resolve failed units as follows:
 - Unable to gain access due to deadbolt – 1 unit
 - GFI inoperable in 2 unis
 - Frayed wiring in 1 unit
 - Bathroom plumbing items – 6 units
 - Kitchen water pressure weak – 1 unit
 - Excessive garbage, debris, and foul smell – 1 unit
- Hartford Steam Boiler inspection was done on 4/4/24
 - Passed inspection
 - Certificate will be mailed
- Right to Know Survey Compliance Services is scheduled for 4/17/24 at 9 AM
- Consolidated Fire Protection – Annual inspection of fire extinguishers is scheduled for 5/8/24 at 8:30 AM

OFFICE (Cont'd)

- EM Electric - Annual Inspection of generator needs to be scheduled for May – Ed lvm 4/9/24
- RJM Sprinkler – Annual inspection needs to be scheduled for May – Karen lvm 4/9/24
- Electronic versions of all policies have been created in Word.
 - As of 1/9/24, Debbie Alvarez has typed the following policies:
 - By-Laws for Resident Association
 - Pet Policy
 - Parking Policy
 - Procurement Policy
 - Lease
 - Handbook
 - NHA By-Laws
 - Grievance Procedures
 - Tenant Costs
 - A summary of the [proposed revisions was presented to the Board of Commissioners at the 2/26 meeting for their review and comment
 - A resolution with the proposed changes will be provided to the board for consideration at the May meeting
 - Residents need to be notified and have 45 days in which to comment
 - Memo distributed to all residents on 4/3/24 regarding revising policies including a form for resident comments and tenant charges. The tenant charges were posted in the large bulletin board in Lobby
 - One resident responded regarding the waiting list for parking a space. Resident cited that he is handicapped.
- RFP - Custodial Services needs to be done
- Contract Register has been created showing company name and address and start date and end date of contract
- Newton Fire Department and Newton Police Department
 - Liberty Tower Lock Box is new
 - Keys were made and distributed to both departments
- Lakeland Bank
 - 2023 Lakeland Bank security statements for each resident were delivered on 2/6/24
 - There are a number of corrections that need to be made
 - Karen notified Kelly via email to make corrections
- Signage
 - Evacuation maps need to be hung
 - Ed to do

RESIDENT ADVISORY BOARD

- Kick off meeting was held on 2/28/24
 - Meetings to be held quarterly
 - Next meeting needs to be scheduled end of May

VACANCIES AS OF 4/9/24

4A (One-Bedroom)

- Ready

2C (One-Bedroom)

- Ready

2E (Efficiency)

- Ready
- Move In 5/1/24

3E (Efficiency)

- Ready

3H (Efficiency)

- Ready

Karen is calling from Waiting List. Mary Ann Carlson is making phone calls as well to see if still interested in living at Liberty Towers so the waiting list can be updated.

BUILDING

Removal of Bulk Items

- 11/20/23 Notice was posted on bulletin board regarding removal of bulk items.
- Memo to be given to resident and or family member upon notification of a Move-Out regarding overuse of dumpster and recycling and applicable charges to be deducted from security deposit.

A/C

- Memo was distributed to all residents on 4/1/24 regarding the scheduling of installation of A/C units and A/C charges
 - Installation to begin last week in April

Fire Inspection

- On 2/5/24, Fire Marshall came to inspect Liberty Towers unannounced
 - Violation for ceiling tiles missing
 - Ceiling tiles had been removed to repair leaks
 - Ed installed ceiling tiles where missing
 - Recommendations only
 - Place a K-Fire Extinguisher in kitchen – Ed to purchase
 - Carbon monoxide detectors on resident floors are located too high, lower to chair height
 - Ed installed 5 plug-in carbon monoxide detectors on resident floors and community room and lobby hallway
 - Number exit signs and keep a logbook for identification purposes

BUILDING (Cont'd)

Landscaping

- On 4/9/24, Palmer Landscaping started the Spring Cleanup
- Landscaper reported that house on Thomas Street behind Visitor Parking Lot and to the left is once again using the NHA's property for draining. There are new owners.
 - Do you want to send letter to property owner or notify the township

Elevator

- No current issues with the elevator

Storage Area on Front Porch (Building Decorations)

- Floor will be power washed and painted – Tom to do weather permitting

Plumbing

- 3F – Tile and sheet rock had to be removed to replace shower valve. Also, wanted to see if there were other leaks and found 4F's shower drainpipe rotted. Ed replaced pipe. Ed completed work in 3F on 4/9/24.
 - Resident in 3F was using vacant apartment 3E will work was being done. 3E needs to be cleaned

Heating System

- 20 gals. of Glycol was added to the heating system
 - TGM recommends that the glycol level be at 50%.
 - Whenever TGM bleeds our system, the glycol needs to be checked
- Leak in boiler room – distribution pump needed gasket replaced. TGM replaced on 3/18/24
- On 3/19/24, there was no heat on the northside of building. TGM had to bleed entire line from boiler room

Roof Air Handler

- New rooftop hot water coil was installed on 3/14/24
 - The week of 3/25/24, three residents complained that the hallways were too hot
 - On 4/3/24, TGM corrected the problem. The heat by-pass shoot was not opening correctly, and adjustment was made

BUILDING (Cont'd)

Architectural/Engineering Services

- An initial meeting was held with the Executive Director on 12/6/23
- Draft documents (A/C & Roof) have been received & waiting for more detailed documents
- Alpine Roofing provided input to the A/E firm on roof issues to be considered.
- Onsite meeting was held on March 20, 2024

Roof

- There are currently 2 leaks on the front porch – same areas as in the past
 - Alpine Roofing to stop by 4/11/24

Window Repairs

- All windows have been repaired except for 2P
 - 2P refuses to allow Ed to remove A/C unit which must be removed to do this work

Gazebos and Benches

- No plastic wrap can be used on Gazabos per the fire subcode official.
- New gazebo and renovated benches to be stained by Maintenance weather permitted
- The older gazebo on top of hill needs roof repaired
 - Maintenance to get quotes

Sprinkler Jockey Pump

- RJM has replaced the pump, and it is working
- Maintenance cleaned and painted the areas where the leaks were evident

Exterminator

- A revised schedule for monthly service was distributed to all residents and posted on the bulletin boards due to new service contract with NaturePlus

FINANCE

- FYE 12/31/24 has been completed.
- Audit-the 12/31/23 audit is in the process of being prepared.
- Interim Financial Statement-the accountant's unaudited financial statement at 12/31/23 indicates that the Housing Authority had positive cashflow at year end.
- The 2024 Capital Fund allocation should be provided by HUD within the next couple of months.

RESIDENT ASSOCIATION

- Resident Association “Coffee Time” has stopped due to lack of interest & volunteers
- The Resident Association has not been effectively functioning for an extended period of time
- The Resident Advisory Committee is recommending that the Executive Director meet with the residents to attempt to assist in reorganizing the Resident Association.
 - Bill met attended the Resident Association meeting of 3/20/24 to address their difficulties, give the members guidance and suggestions on moving in a positive direction. The meeting was upbeat and everyone seemed positive and excited to get things back on track
 - Officers were nominated
 - Officers were then elected
 - President, Ann Wills
 - Vice President, Lou Sylvain
 - Secretary, Mark Supino
 - Treasurer, Marilyn Miller
- Jennie will be 107 in May. A celebration will be planned by the Resident Association. Date TBD
- Next Resident Association Meeting will be held on 4/ /24

RESIDENT GARDEN AREA

- Resident Garden Area project was done by Notchwood Landscape. The work began on 3/7/24 and was completed on 3/11/24. The estimate received was in the amount of \$1,860.00 received via email to Karen on 2/27/24. Karen received an invoice on 3/11/24 in the amount of \$6,050.00 which was not approved. Apparently, the \$1,860.00 was for a different area but we never received an estimate for the \$6,050.00.
 - Bill met with owner, Kevin Pra, on 4/3/24 to discuss discrepancy
 - 6 Residents have signed up for a bed. Two of the residents will be sharing a bed.
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ACTIVITIES/PROGRAMS/EVENTS

- On Palm Sunday, 3/24/24, the Christ Episcopal Church provided a short service (10 minutes), donuts and coffee and also offered palms
 - The play, *The Adams Family*, held at Newton High School, was attended by only 2 of our Seniors. Notices were placed on bulletin boards and in the Community Room. The high school provided lunch and the Township of Newton provided transportation.
 - *Opinion: The Resident Association needs to be more instrumental in having Seniors at Liberty Towers be active rather than inactive for better health.*
 - Sussex County Division of Senior Services to have a “Game Shop Social” on 4/30/24 at 3:30 PM. Residents must sign up or the function will get cancelled
 - Sussex County Division of Health, Department of Nursing will present the topic of Mental Health on 5/8/24 at 11 AM – 12 PM. Coffee and cake to be provided.
 - Sussex County Division of Senior Services will be holding “Move & Groove Class” from 5/22/24 - 6/26/24 from 1:30 PM to 2:30 PM
 - Farmers’ Market will be starting up shortly. Karen waiting to hear back from Rae Ann Gerow of the Dept of Health & Human Services, Division of Senior Services for Sussex County
 - Danielle Finkle from the Recreation Department of Newton Township contacted Karen to do quick survey of adding an additional time slot to the senior shuttle bus. The times were 9 am and 2 pm. 17 people were asked, and the response was 5 residents prefer 9 AM and 12 residents prefer 2 PM. Karen submitted results to Danielle on 4/9/24.
-

4

HOUSING AUTHORITY OF THE TOWN OF NEWTON

32 Liberty Street
Newton, New Jersey
07860

SPECIAL MEETING NOTICE

In accordance with the provisions of Chapter 231, Public Laws 1975, a Special Newton Housing Authority Meeting will be held on Monday, April 15th, 2024, at 5:15 PM. This meeting is being held in lieu of the April 8th, 2024, regularly scheduled meeting which is being cancelled. All normal business for the month of April will be considered at this meeting.

The Public meeting will be held in the Community Room at Liberty Towers, 32 Liberty Street, Newton, New Jersey 07860.

WILLIAM F. SNYDER
Executive Director

Date: 4/3/24

Instructions: Publish in the NJ Herald & Star Ledger.

Post on the Official Bulletin Board in the Town of Newton, NJ.

HOUSING AUTHORITY *of the* TOWN OF NEWTON

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860
Telephone: (973) 383-5191 • Fax: (973) 383-1181 • TDD: 800-545- 1833 Ext.428

April 3rd, 2024

MEMORANDUM

To: Residents of Liberty Towers

From: William F. Snyder, Executive Director

Re: Policy Changes

Please be advised that the Newton Housing Authority is considering revising various policies. Copies of all policies are available at the office. The following changes are being considered:

GRIEVANCE PROCEDURE

This policy would be changed to provide for a 3-person hearing panel as follows:

- 1) 1 Person selected by the Housing Authority
- 2) 1 Person selected by the complainant; and
- 3) 1 person mutually agreed to by both parties.

PARKING POLICY

This policy would be revised as follows:

- 1) 1 parking space per family.
- 2) Parking space waiting list will provide preference to physically disabled/handicapped residents.
- 3) To include procedures for towing vehicles including notices and charges where vehicles are abandoned or causing damage. Also, in instances where the residents do not provide evidence of a valid registration and insurance card.

RESIDENT CHANGES

The list of resident charges is being updated. A copy is posted on the official bulletin board in the lobby.

PET POLICY

This policy would incorporate a section on service animals and emotional support animals (FHEO 2020-01).

The Newton Housing Authority is soliciting comments from its residents concerning the proposed policy changes. All comments must be submitted to the office no later than May 15th, 2024. Please include your name, apartment number and comments regarding the policy changes. All comments can be placed in our mail slot at the office.

Proposed Policy Changes
Due by: 5/15/24
Resident Comments

Name: _____

Apartment # _____

Comment: _____



6

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: Executive Director/Management Services

Name/Address of Respondent: Richard Bitond.
NHA Board of Commissioners - Chair

- 1) Demonstrated experience and competence in this type of work (25 Points). 25
- 2) Familiarity with the Authority's Programs in specific and HUD rules and regulations in general (20 Points). 20
- 3) Capability and capacity to accomplish work within the required time period (20 Points). 20
- 4) Specialized experience of key personnel in Housing Authority Programs (20 Points). 20
- 5) Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (5 Points). 5
- 6) Price (10 Points). 10

Total Point Score (100 max): 100

Richard Bitond
4-2-27

EXECU-TECH, INC.

20 Marin Lane • Manahawkin, New Jersey 08050
(201) 725-1997

February 26, 2024

Richard Bitondo
Chairperson
Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

Re: Proposal for Executive Director/Management Services

Dear Mr. Bitondo:

I am herewith submitting our proposal for Executive Director/Management services per your Request for Proposals (RFP). I have more than 45 years' experience in the New Jersey Housing & Community Development industry. I personally served as a New Jersey Executive Director for 34 years where I simultaneously ran three (3) different Authorities. I also currently serve as the part-time Gloucester Township Housing Authority. As such, I completely understand your needs and I am fully capable of serving in this capacity.

Our services would include the following in accordance with your published Request for Proposals (RFP):

- 1) Direct staff in their daily operations and respond to all questions on management/maintenance issues.
- 2) Manage all procurement issues, including Requests for Proposals (RFPs).
- 3) Ensure recertifications and interims are prepared and completed per United States Department of Housing and Urban Development guidelines.
- 4) Ensure that the HUD Annual and Five-year plans are submitted.
- 5) Prepare monthly meeting agendas and related documents for distribution to the Board of Commissioners.
- 6) Assistance and advice in developing routine and preventative maintenance plans.
- 7) Recommend policy changes where applicable.
- 8) Must be available to staff for any issues that arise at all times.

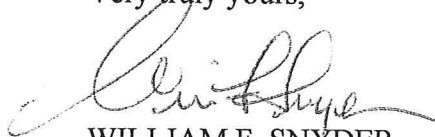
- 9) Ensure compliance with all applicable State and Federal laws and regulations.
- 10) Check on the status of current programs to ensure minimum benchmarks are being achieved (i.e., rent collections, work- orders, unit turnovers, etc.). Make recommendations, where applicable, to improve programmatic efficiency.
- 11) Undertake all efforts concerning asset repositioning including, but not limited to "Voluntary Streamlined Conversion" of the public housing stock and as directed by the Board of Commissioners.
- 12) Perform on a timely basis all required inspections throughout the year.
- 13) Take all meeting minutes.
- 14) Provide contracted maintenance services for Work-orders and on-call maintenance.
- 15) Provide a daily on-site Maintenance man (29 hours weekly)
- 16) Provide on-site clerical services (30 hours weekly)
- 17) Other items as directed by the Board of Commissioners.

Our fee for these services is based upon the detailed estimates submitted with our proposal and is estimated at \$256,581.00 annually. We also charge 1 hour travel time for all visits to the Housing Authority office since I will be traveling from south Jersey (actual travel time is closer to 4.5 hours roundtrip).

Please feel free to contact me if you are interested in engaging our firm to serve as your Executive Director/Management agent. I am available to meet with you, at your convenience, to discuss this contract.

With best regards, I remain

Very truly yours,



WILLIAM F. SNYDER
President

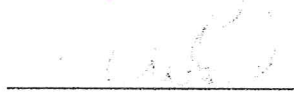
Enclose.
Xc: file

Newton Housing Authority

Executive Director/Management
Services

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm: Execu-Tech, OInc., 20 Marin Lane,
Manahawkin, New Jersey 08050
- 2)
- 3) Telephone Number: 201 725-1997
- 4) Contact Person: William F. Snyder
- 5) Amount of Annual Fee (Estimated per Exhibit A): \$256,581.00
- 6) Hourly Rate (for additional Services): \$165.00



William F. Snyder

Date: 2/26/24

Newton Housing Authority
Interim Executive Director Services
Proposal Submission Items

- 1) Proposal Submission Sheet-attached
- 2) Exhibit A-Detailed Cost Analysis-attached
- 3) Explanation of Maintenance Service-Execu-Tech will either employ or contract for maintenance services that will be on-call 24/7 and as follows:
 - a. Routine Maintenance (Work-Orders) An Execu-Tech employee or contractor will address routine work-orders. Work-orders will be called into a separate telephone number, put into the Housing Authority's work-order system (PHAweb), and directed to maintenance for correction weekly.
 - b. Emergency Work-Orders- Emergency work order that effect Life, health and safety will be addressed immediately and will be abated within 24 hours by an Execu-Tech employee or contractor.
 - c. Preventative maintenance-will be established for any items or system that requires regular maintenance to maintain its useful life (generator, HVAC filters, etc.). These items will be addressed by our employee and /or contractor. Items that are currently under contract will remain in place until the next round proposal or bid solicitation is necessary.
 - d. On-call Service will be provided via and employee or contractor. The existing emergency call number will be maintained, or a new number established. If a new number needs to be established, a written notice will be distributed to each resident and posted on all bulletin boards. The on-call person will maintain a cell phone that will be used to receive all on-call requests.
- 4) Listing similar work-Execu-Tech currently manages the following properties:
 - i. Palisade Urban Renewal Enterprise
3900 Palisade Avenue
Union City, New Jersey
60 of Family housing
 - ii. Gloucester Senior Housing Campus
405 Woodbury Turnersville Road
Blackwood, New Jersey
75 units of elderly housing
(also serve as P/T Executive Director for the Housing Authority
 - iii. First National Property Management
Served as President until 2019
Managed 1,100 Affordable Housing Units

iv. Simultaneously served as Executive Director of the Secaucus, Hackensack & Passaic Housing Authority until approximately 2009
Approximately 3,500 units

5. Listing of References-attached

6. NJ Business Registration form-attached

7. Resume of Person acting as Executive Director

7. Evidence of Professional Liability Insurance & Workers Compensation-attached

Exhibit A
Detailed Cost Estimate
12 Month Period (6/1/24-5/31/25)
Newton Housing Authority

ANNUAL AMOUNTS

| | | |
|---|-------------------|---------------|
| 1) Executive Director Services | | |
| Includes items 1 thru 17 from RFP | | |
| Hourly Rate: | \$165.00 | |
| Estimated Weekly Hours (On/off site) | | 8 |
| Total Monthly Cost | \$5,720.00 | |
| Total Annual Cost | | \$66,640.00 |
| 2) Bookkeeping | | |
| Total Monthly Cost | \$1,100.00 | |
| Total Annual Cost | | \$13,200.00 |
| 3) Inspections | | |
| Unit Cost: | \$42.00 | |
| Number of units | | 80 |
| Total Monthly Cost | \$280.00 | |
| Total Annual Cost | | \$3,360.00 |
| 4) Cost of Maintenance (work-orders/emergencies/cleaning) | | |
| Hourly Rate (Class 1) | \$47.00 | |
| Estimated Weekly Hours | | 32.50 |
| Total Monthly Cost | \$6,619.00 | |
| Total Annual Cost | | \$77,430.00 |
| Hourly Rate (Class 2) | | \$30.00 |
| Estimated Weekly Hours | | 6 |
| Total Monthly Cost | \$780.00 | |
| Total Annual Cost | | \$9,360.00 |
| Unit Turnovers (at actual Cost) | | |
| On-Call Service | \$200.00 per week | |
| Annual On-Call Service | | \$10,400.00 |
| 5) Resident Initial & annual income recertification | | |
| Hourly Rate | \$55.00 | |
| Estimated # of certifications monthly | | 10 |
| Estimated Hours per recert | | 2 |
| Total Monthly Cost | \$1,100.00 | |
| Total Annual Cost | | \$13,200.00 |
| Contractual Costs (Paid by NHA) | | |
| 2) Clerical Services (At Liberty Towers) | | |
| Estimated weekly hours | | 26 |
| Hourly Rate | \$29.00 | |
| Total Monthly Cost | \$3,267.00 | |
| Total Annual Cost | | \$39,208.00 |
| Estimated Overhead (12%) | | |
| Monthly | \$1,732.00 | |
| Annually | | \$20,783.00 |
| Monthly Meeting Minutes | | |
| Monthly | \$250.00 | |
| Annually | | \$3,000.00 |
| Part-Time Help (As needed) \$20.00 per hour | | |
| Monthly | | |
| Annually | | |
| | | TOTALS |
| Total Estimated Monthly Contract | | \$21,372.00 |
| Total Estimated Annual Contract | | \$256,581.00 |

NOTES:

- 1) The maintenance services will be billed on an hourly basis.
Reimbursement will be based upon the actual hours worked.
 - 2) Contractual costs shall be reimbursed based upon the actual cost.
 - 3) Out of Pocket Expenses shall be reimbursed at actual cost.
 - 4) Material Reimbursement at actual cost with receipt (i.e., office, maintenance supplies)
-

CLIENT REFERENCES

Anthony Feorenzo
Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280
hkdir@optonline.net

Joseph Capano
Edgewater Housing Authority
300 Undercliff Avenue
Edgewater, New Jersey 07020
201943-6000
Edgewater-housing@nj.rr.com

Stanley Sanger
Union City Housing Authority
3911 Kennedy Blvd
Union City, New Jersey 07087
201 864-1515
vc@ucpha.com

Christopher Marra
Executive Director
Secaucus Housing Authority
700 County Avenue
Secaucus, New Jersey 07094
201 867-2957

Donna Brightman
Woodbridge Housing Authority
20 Bunns Lane
Woodbridge, New Jersey 07095
732 726-1959
MsdB13@aol.com

Douglas Dzema
Keansburg Housing Authority
1 Church Street
Keansburg, New Jersey 07734
732 787-6151

Victor Cirilo
Executive Director
Newark Housing Authority
500 Broad Street
Newark, NJ 07102
973 273-6000

NJNAHRO
President
Janice DeJohn
Passaic County Housing Agency
973 881-4369

NJPHAJIF
Steve Sacco
PERMA Risk Management Services
9 Campus Drive, Suite 16
Parsippany, NJ 07054
201-518-7033

Rutgers University
Christine Ciccio
Center for Government Services
New Brunswick, New Jersey
908 868-6390

Secaucus Leased Housing Corporation
Richard Steffens
President
700 County Avenue
Secaucus, New Jersey 07094
201 867-5473

Cliffside Park Housing Authority
Joseph Capano
Executive Director
500 Gorge Road
Cliffside Park, New Jersey 07010
201 941-0655

EXECU-TECH, INC.

20 Marin Lane • Manahawkin, New Jersey 08050
(201) 725-1997

Website: ExecuTech.vpweb.com

Execu-Tech, Inc. is a housing development and management firm backed with over ninety years of combined experience in the development and management of affordable housing in New Jersey. Founded in 1996, Execu-Tech, Inc was a merger between The Terry Group and Louis A. Riccio, Inc. which were both established in 1985 and incorporated in 1991 and William Snyder.

Execu-Tech has developed into a vastly diverse firm, both within the housing profession and the educational/ training field. Professionally, Execu-Tech is associated with the National Association of Housing and Redevelopment Officials (NAHRO), the National Leased Housing Association (NLHA) and the Public Housing Authorities Directors Association (PHADA). William Snyder is a past President of National Leased Housing Association (NLHA) and Louis Riccio sits on the Board of Governors of NAHRO. Both individuals served on the PHADA Board of Trustees. Both are past Presidents of the New Jersey Chapter of NAHRO and currently serve on its Executive Board. Mr. Snyder and Mr. Riccio are past Presidents of the New Jersey Association of Housing and Redevelopment Agencies (NJAHRA).

At present, the senior staff at Execu-Tech is extremely diverse including a Public Housing Manager, Certified Public Accountant, Certified Municipal Finance Officer and a Certified Microsoft and Novell Computer Specialist. At all levels of management, Execu-Tech places a heavy emphasis on continuing education. All site personnel are required to complete educational courses, such as the Public Housing Manager Certification (PHM) to enhance their ability to perform their duties in an efficient and effective manner. To this end it should be noted that Execu-Tech has a contract with Rutgers University to teach courses as part of the state mandated training for commissioners and executive directors of public housing authorities and to teach in the Public Housing Authorities Directors Association (PHADA) Executive Director Education Program. Emphasis is placed on continual updating of all staff on current trends within the industry as well as new regulations that could affect their duties and responsibilities.

The principals of Execu-Tech have the direct and indirect responsibility of managing properties totaling approximately 1,500 units. Their portfolio includes properties in urban as well as suburban communities in New Jersey. The properties managed include diversified ownership's such as non-profits as well as municipal agencies. These include multifamily properties include: Section 8, HOME, Low Income Public Housing and Tax Credits, Section

236, public housing and COAH assisted units. Execu-Tech's experience is quite diverse, and has enabled the Corporation to gain a national reputation for excellence.

As a Housing Consultant/ Developer, Execu-Tech provides services to housing organizations in securing financing and refinancing through various local, county, state and federal programs. The firms' role in the development of affordable housing is to provide the entrepreneurial skills, financial capabilities and knowledge of various housing programs needed to enable applicants to secure financing for housing. Execu-Tech provides services to private owners, not-for-profits as well as limited dividend housing corporations in securing financing for housing development. The firm has been involved with numerous refinancing efforts with both Section 8 as well as Section 202 housing developments. Much of the firm's effort has involved tax-exempt financing and or HUD funding.

In the area of professional development, Execu-Tech excels. Over the past decade the firm has assisted housing authorities develop their annual and five year plans as well as facilitated planning retreats with executive staff and Commissioners. Just recently the firm assisted a housing authority who's Executive Director needed to remind his seven member Board of Commissioner of their roles and responsibilities as policy makers. This two day retreat was extremely successful and was followed-up several weeks later with a retreat with staff and their Board to discuss the future of their housing authority. Since the two senior principals of Execu-Tech are highly respected Executive Directors, their explanation of the relationship between the Board of Commissioners and the Executive Director is widely accepted. Their national reputations lend strength and validity to their training.

The administration of three homeowner rehabilitation programs in the City of Garfield, Boroughs of Fairview and Palisades Park, New Jersey. Services include affirmative marketing, collecting and determining program participant eligibility and contractor retention.

In addition, the development of homeownership opportunities in Bridgewater and securing funds for a rehabilitation of 96 units of elderly housing in Middletown, New Jersey.

We also have provided the necessary technical expertise in the development of between 36 units of affordable for sale units in the Borough of Red Bank.

The principals of the firm have significant experience in developing and rehabilitating hundreds of units around the state of New Jersey. The rehabilitation work includes both exterior and interior renovations with the residents remaining in place. The firm works closely with project architects and general contractors to ensure that the work is properly sequenced and on schedule. This is all accomplished with minimum disruption to residents and no need for relocation, including elderly units. Our firm provides the necessary tools to sequence work in a manner that allows the property to remain in-service during construction.

Execu-Tech has been responsible for preparing most of the Rental Assistance Program applications that have been submitted in New Jersey (approximately 25). We are providing the necessary technical expertise to assemble the development team, preparation of the initial financial proformas and consulting during construction. The Passaic project will be the first and largest project that has been completed in the State of New Jersey.

We have also completed numerous employment searches for the position of Executive Director. Our searches provide for maximum outreach on a national level and in full compliance with the New Jersey Administrative Code.

EXECU-TECH, INC.

20 Marin Lane • Manahawkin, New Jersey 08050
(201) 725-1997

Officers:

Mr. William F. Snyder, President
Mr. Louis A. Riccio, Senior Vice-President

Experience:

The three officers have over one hundred years of housing management and development experience combined.

Sampling of Current Contracts (not all clients listed):

Rutgers, the State University of New Jersey

Responsible for the preparation and presentation of training courses. These courses are part of the State mandatory training requirements for Executive Directors and Commissioners of Public Housing Authorities. The courses include, but are not limited to: Ethics, Legal Issues, Financial Issues and Procedures, Planning and Development of Affordable Housing.

New Jersey Public Housing Authorities Joint Insurance Fund (NJPHAJIF)

Responsible for financial record keeping, including accounts payable, accounts receivable and quarterly financial statements.

Weehawken Senior Citizen Housing Corporation

Responsible for the admissions and occupancy requirements for a 31-unit Low-Income Housing Tax Credit development. Responsible for LIHTC certifications for all residents.

City of Garfield, Boroughs of Fairview and Palisades Park

Responsible for the administration of a homeowner's rehabilitation program. This program is operated in accordance with the rules and regulations promulgated by the Council on Affordable Housing (COAH).

Bridgewater Manor Association

Responsible for assisting the Association in securing land and funding for the development of 6 homes. These units will be sold to moderate income first time homeowners in accordance with the rules and regulations promulgated by the Council on Affordable Housing (COAH).

Red Bank Affordable Housing

Responsible for securing funding for the development of between 36 affordable homes for first-time homebuyers. The units are currently being sold to low and moderate income families in accordance with the rules and regulations promulgated by the Council on Affordable Housing (COAH).

FNP Property Management

Execu-Tech serves as president of this management company. We are responsible for managing nearly 1,300 units of multifamily housing located in central and northern New Jersey (Section 8 project based & Section 236)

Gloucester Senior Housing Corporation

Responsible for managing this elderly high-rise LIHTC project

William F. Snyder
20 Marin Lane
Manahawkin, New Jersey 08050

William F. Snyder was the former Executive Director of the Housing Authority of the Town of Secaucus where he began working in 1975. He also served as the Executive Director of the Hackensack Housing Authority, Passaic Housing Authority and Asbury Park Housing Authority. During his tenure, he simultaneously managed in excess of 3,000 units with more than 100 employees, in the contiguous counties. He continues to serve as the Administrator for the Leased Housing Corporation (LHC) of the Town of Secaucus; a not-for-profit corporation dedicated to the advancement of low and moderate-income housing. He was responsible for recently completing an 8 unit townhouse development for the LHC.

Mr. Snyder holds the following degrees and certifications:

- Bachelor of Arts Degree from Pace University
- Master of Public Administration – Rutgers University
- Public Housing Manager's (PHM)
- Certified Tax Credit Specialist (C⁶P)
- Certified Purchasing Agent – State of New Jersey
- Certified Municipal Finance Officer (CMFO)

He is the Past Chairman of the New Jersey Association of Housing and Redevelopment Authorities (NJAHRA) and Past President and Chairman of the National Leased Housing Association (NLHA). Mr. Snyder is the Service Officer for the New Jersey Chapter of the National Association of Housing and Redevelopment Officials (NAHRO) and previously served as President. He also served on the Executive Board of the Middle Atlantic Regional Council of NAHRO (MARC/NAHRO) and former Board Member of the Public Housing Authorities Directors Association (PHADA). He has served as the President of the New Jersey Association of Housing and Redevelopment Authorities.

He was named to Who's Who in the East, Who's Who Among Rising Young Americans and Who's Who in New Jersey. He currently serves as an adjunct instructor for the State of New Jersey PHA Training Program that is administered through Rutgers University.

Mr. Snyder retired from public employment in 2011 and became a full-time consultant to private owners, government entities and non-profits housing providers. He regularly lectures on topics and issues of importance to the Housing & Community Development industry.

Louis A. Riccio
25 Povershon Road
Nutley, New Jersey 07110

Louis A. Riccio is the Executive Director of the Housing Authority of the Borough of Madison where he began working in February 1981. He also serves as the Chief Executive Officer of the Madison Affordable Housing Corporation; a not-for-profit 501 (c)(3) corporation dedicated to the development of low and moderate income housing and the General Partner in Cook's Pond, LP.

Mr. Riccio holds the following degrees and certifications:

Bachelor of Arts Degree from Rutgers University
Master of Public Administration – Rutgers University
Public Housing Manager's (PHM)
Certified Tax Credit Specialist (C⁶P)
Certified Purchasing Agent – State of New Jersey

He is the Past President of the New Jersey Chapter of the National Association of Housing and Redevelopment Officials (NAHRO), and serves on the Board of Governors of the National Association of Housing and Redevelopment Officials (NAHRO) and the Board of Trustees of the Public Housing Authorities Directors Association (PHADA). He also serves on the Executive Board of the Middle Atlantic Regional Council of NAHRO (MARC/NAHRO) and has served as the President of the New Jersey Association of Housing and Redevelopment Authorities.

He was selected by the U.S. State Department to lead a delegation to Hungary to assist the government in Budapest assess the management capabilities of their public housing corporation. He is currently an adjunct instructor for the State of New Jersey PHA Training Program that is administered through Rutgers University and an instructor for PHADA's Executive Directors Education Program (EDEP).

He has been named to Who's Who in the Public Sector, Who's Who Among Rising Young Americans, Who's Who in New Jersey and Who's Who of National Corporate Executives.

He has had extensive experience in housing management and development as well as organizational planning over the past thirty years both through his housing authority experiences as well as his private consulting practice.

Sincerely,

J. E. Tully
John E. Tully, CPA
Director

| STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE | | DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 282 TRENTON, N J 08646-0252 |
|--|--|---|
| TAXPAYER NAME: EXECU-TECH, INC. | TRADE NAME: | |
| ADDRESS: 258 UELAND RD RED BANK NJ 07701 | SEQUENCE NUMBER: 1104162 | |
| EFFECTIVE DATE: 04/24/96 | ISSUANCE DATE: 11/10/04 | |
| FORM-BRC(08-01) | This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address. | |

J. E. Tully
Director

WILLIAM F. SNYDER

201 725-1997 • wfsnyder@earthlink.net • ExecuTech.vpweb.com

Objectives

To maintain status as a recognized leader in the Housing & Community Industry in New Jersey by providing leadership and educational seminars throughout the state. To assist in furthering New Jersey's efforts in addressing its affordable housing needs and goals.

Education:

Pace University
1 Pace Plaza
New York, New York
B.A. Degree
9/70-6/74

Rutgers University
University Avenue
Newark, New Jersey
Master of Public Administration
9/76-5/80

Certified Municipal Finance Officer (CMFO)
State of New Jersey-DCA

Certified Tax Credit Compliance Professional

P.H.M., Certified Public Housing Manager, NAHRO, 1979

H.Q.S., Certified Housing Quality Standards Inspector

E.D., Certified New Jersey PHA Executive Director (Pre-Qualified)

Experience:

Housing Authority of the Town of Secaucus
Executive Director
700 County Avenue
Secaucus, New Jersey
Executive Director
6/75-12/11

Hackensack Housing Authority
Executive Director
65 First Street
Hackensack, New Jersey
Executive Director
10/01-12/11

Passaic Housing Authority
Executive Director
333 Passaic Street
Passaic, New Jersey
Executive Director
7/06-2008

Asbury Park Housing Authority
Interim Executive Director
2000 ½ Third Avenue
Asbury Park, New Jersey
12/11-7/12 & 7/23-12/23

Red Bank Housing Authority
Interim Executive Director
52 Evergreen Terrace
Red Bank, New Jersey 07701
12/19-4/22

Leased Housing Corporation of Secaucus
Secaucus, New Jersey
Executive Director
1/96-present

Affordable Housing Board of Secaucus
Secaucus, New Jersey
Administrator
6/96 to Present

Execu-Tech Corporation
Manahawkin, New Jersey
(ExecuTech.vpweb.com)
President
Current (Client list available upon request)

New Jersey Chapter of the National Association of Housing & Redevelopment Officials
(NJNAHRO)
(NJNAHRO.ORG)
Service Officer
Current

Affiliations:

New Jersey Association of Housing and
Redevelopment Authorities-NJAHRA
Chairman (1989 to 1994)

New Jersey Chapter of National Association of
Housing & Redevelopment Officials-NJNAHRO
President (1/02-1/04)

National Leased Housing Association
Chairman Emeritus

Mid-Atlantic Region-N.A.H.R.O. (MARC MAHRO)
Past Secretary

Public Housing Authorities Directors Association (PHADA)
Former Board of Trustee Member

Financial Management Improvement Program Task Force-FMIP
Dept. of Community Affairs
Observer for Housing trade Associations

NJ PHA Joint Insurance Fund
Treasurer

Who's Who in New Jersey
Who's Who in the East
Who's Who Among Rising Young Americans

Publications:

New Jersey Municipalities Magazine, September, 2005. "Can We
Break The Generational Cycle of Poverty in Public Housing?"

NJNAHRO Newsletter-Editor

INSURANCE

Execu-Tech maintains both Workers Compensation and Professional Liability insurance as follows:

- 1) Workers Compensation-Travelers
- 2) Professional Liability Insurance-Ironshore

A certificate of insurance would be issued to the Housing Authority upon award of the contract.



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

TYPE V INFORMATION PAGE WC 00 00 01 (B)

POLICY NUMBER: (IOUB-7413X20-8-13)

NU TAX IDENTIFICATION NO.: 000223425296 RENEWAL OF (IOUB-7413X20-8-12)

INSURER: THE CHARTER OAK FIRE INSURANCE COMPANY

NCCI CO CODE: 15318

1.

INSURED:

EXECU-TECH, INC
101 WILLOW GROVE DRIVE
LINCROFT NJ 07738

PRODUCER:

NATHAN LANE AGENCY INC
545 GOFFLE RD
WYCKOFF NJ 07481-2937

Insured is A CORPORATION

Other work places and Identification numbers are shown in the schedule(s) attached.

2. The policy period is from 03-30-13 to 03-30-14 12:01 A.M. at the insured's mailing address.

3. A. WORKERS COMPENSATION INSURANCE: Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:

NJ

B. EMPLOYERS LIABILITY INSURANCE: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident: \$ 100000 Each Accident
Bodily Injury by Disease: \$ 500000 Policy Limit
Bodily Injury by Disease: \$ 100000 Each Employee

C. OTHER STATES INSURANCE: Part Three of the policy applies to the states, if any, listed here:

AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MA MD ME MI
MN MO MS MT NC NE NH NM NV NY OK OR PA RI SC SD TN TX UT VA VT WI
WV

D. This policy includes these endorsements and schedules:

SEE LISTING OF ENDORSEMENTS - EXTENSION OF INFO PAGE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made ANNUALLY.

See extension of info page.

DATE OF ISSUE: 02-18-13 AD

OFFICE: NORTH JERSEY 295

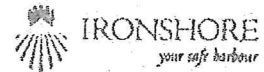
PRODUCER: NATHAN LANE AGENCY INC

KY322

DIRECT BILL

IRONSHORE INSURANCE COMPANIES

One State Street Plaza, 7th Floor
 New York, New York 10004
 Tel: 646-826-6600
 Toll Free: 877-IRON411



Miscellaneous Professional Liability Insurance Renewal Application

THE APPLICANT IS APPLYING FOR A CLAIMS MADE POLICY, WHICH IF ISSUED, APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD. THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES, SETTLEMENTS OR JUDGMENTS WILL BE REDUCED AND MAY BE EXHAUSTED BY THE PAYMENT OF CLAIM EXPENSES.

APPLICATION COMPLETION INSTRUCTIONS

- A. Please answer all the questions. The information is required to make an underwriting and pricing evaluation. Your answers hereunder are considered legally material to the evaluation.
- B. If a question is not applicable, state N/A. If more space is required to answer a question, attach any additional explanatory exhibits and reference the application question number the exhibit corresponds to.
- C. The application must be signed and dated by an authorized officer, partner or principal of the Applicant.

PLEASE ALSO ATTACH THE FOLLOWING:

- A. Biographical sketches or resumes of new principals, officers and professional staff.
- B. Copy of the Internal Control and/or Quality Control procedures if they have changed during the last Policy Period.
- C. Copy of the most current form 10K or if not applicable, the current audited financial statement.

APPLICANT INFORMATION

1. Applicant Name (as it should appear on the policy, if written):

Execu-Tech. Inc

2. Address: 20 Marin Lane

City: Manahawkin County: Ocean State: NJ Zip: 08050

Phone: 201 725-1997 Fax: _____

3. Website Address(es): None

4. Have there been any changes to the Applicant's business including geographic service area, business structure or business activities during the last Policy Period?

Yes No

If yes, please explain:

5. Indicate the total number persons in each of the following positions:

| Principals, Partners, Officers | Professionals | Secretaries, Clerical | Part-time |
|--------------------------------|---------------|-----------------------|-----------|
| 2 | 2 | 8 | 9 |

6. Provide the following information:

| Full Name of ALL NEW Principals, Partners, Officers, and Key Professionals | Professional Qualifications | Date Qualified | How Long In Practice | How Long As Partner Principal |
|--|-----------------------------|----------------|----------------------|-------------------------------|
| William Snyder | CFO | 1992 | | 28 |
| Louis Riccio | | | | 28 |
| William Kartchen | CPA | 1989 | 33 | |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | |
|---|---|--|---|--|
| PRODUCER D & G Sayles Corp 899 Lincoln Avenue Glen Rock, NJ 07452 | CONTACT NAME: PHONE (A/C, No, Ext): (201) 652-0407 | | FAX (A/C, No): (201) 652-0721 | |
| | E-MAIL ADDRESS: | | | |
| INSURED Execu-tech Inc. 20 Marin Lane Manahawkin, NJ 08050 | INSURER(S) AFFORDING COVERAGE | | NAIC # | |
| | INSURER A : Ironshore Insurance Companies | | | |
| | INSURER B : Travelers Insurance Company | | | |
| | INSURER C : | | | |
| | INSURER D : | | | |
| | INSURER E : | | | |
| INSURER F : | | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|----------|---------------------|-------------------------|-------------------------|---|--------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | PEO902392-04 | 1/1/2024 | 1/1/2026 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ |
| | | | | | | | MED EXP (Any one person) | \$ |
| | | | | | | | PERSONAL & ADV INJURY | \$ |
| | | | | | | | GENERAL AGGREGATE | \$ 1,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 1,000,000 |
| | | | | | | | | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT. (Ea accident) | \$ |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE | \$ |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below | | | UB-5W801921-24-42-G | 3/30/2024 | 3/30/2025 | PER STATUTE OTH-ER | \$ |
| | | | | | | | E.L. EACH ACCIDENT | \$ 100,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 100,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Consultant

Certificate holder is recognized as an additional insured.

| | |
|--|--|
| CERTIFICATE HOLDER Newton Housing Authority 32 Liberty Street Newton, NJ 07860 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>David A. Sayles</i> |
|--|--|

EXECU-TECH, INC.



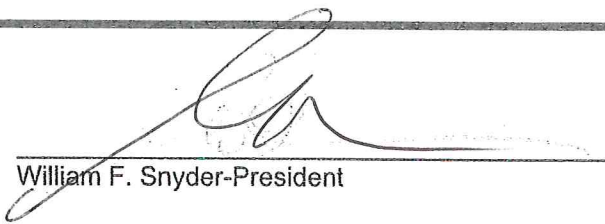
20 Marin Lane, Manahawkin, New Jersey 08050
(201) 725-1997 (609) 488-2728

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Execu-Tech, Inc. not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Except with respect to sexual orientation, this company further agrees to take affirmative action to ensure equal employment opportunities.

William F. Snyder has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of the contract, shall comply with state regulations and federal laws relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.



William F. Snyder-President



Bill Snyder <billsnyder1952@gmail.com>

Newton Housing Authority

Brian Chrobock <BChrobock@phxins.net>
To: Bill Snyder <billsnyder1952@gmail.com>

Wed, Apr 3, 2024 at 1:02 PM

Bill

I had a chance to look at your Insurance certificate and everything seems to be in order. I would recommend that you look at getting some Hired/non owned auto coverage.

Thanks

Brian Chrobock, CIC

Vice-President

Phoenix Insurance Group

37 Main Street, Suite 101

Sparta, NJ 07871

Direct: 973-298-8245

Cell: 201-317-6124

Fax: 973-298-8245

e-mail: bchrobock@phxins.net

NOTE: Confidential This E-mail and any attachments are private and are intended only for the use of the addressee(s), and may contain privileged and/or confidential information. If you are not the intended recipient, you are hereby notified that the use, dissemination, distribution, or copying of this E-mail and/or the attachments is strictly prohibited. If you are not the intended recipient, please delete this communication and destroy all copies. Please notify Vreeland Insurance, Inc. by replying to this e-mail.

[Quoted text hidden]



Notchwood Landscape

P.O. Box 412
Glenwood, NJ 07418
973.764.2010

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 2/27/2024 | 5217 |

| |
|----------------|
| Customer Phone |
| 201.920.1074 |

Name / Address

| |
|--|
| Newton Housing Authority Karen Colello 32 Liberty Street Newton, NJ 07860 |
|--|

| |
|--|
| State of NJ Home Improvement Contractors Lic. # 13VH04046200 |
|--|

| Description | Total |
|---|-----------|
| Garden beds on right side of building Strip existing mulch and vegetation from planting beds. Line beds with fabric. Plant 3 Winter gem Boxwoods in center planting bed, 24-30" Plant Dwarf Alberta spruce tree on each outside planter beds, 36-48" Install 1'-2' boulders in random to add character to beds. Spread black mulch in each bed | 1,860.00T |

| | | | |
|--|--|---------------------------|------------|
| | | Subtotal | \$1,860.00 |
| | | Sales Tax (6.625%) | \$123.23 |
| | | Total | \$1,983.23 |

| |
|---|
| We Accept Visa-Mastercard-American Express |
|---|

Follow us on Instagram
Like us on facebook

Signature _____

| |
|---|
| Estimate prices are valid for 15 days from mailing date. Prices are subject to change based on availability. |
|---|

Notchwood Landscape

P.O. Box 412
 Glenwood, NJ 07418
 973.764.2010

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 2/27/2024 | 5218 |

| |
|----------------|
| Customer Phone |
| 201.920.1074 |

Name / Address

Newton Housing Authority
 Karen Colello
 32 Liberty Street
 Newton, NJ 07860

State of NJ Home Improvement
 Contractors Lic. #
 13VH04046200

| Description | Total |
|---|--------------------|
| Raised planter bed project Shape and size of planters to be built as per plan. Remove existing picket fence and arbor. Dispose Install Split rail fencing in existing footprint of old fence, run right side straight into building. Install 4x4 vertical posts for corners and supports of planter beds. Set in concrete. Attach 5/4 decking for walls of raised planters. Planters to be 24" tall Line inside of raised planters with plastic, keeping bottom open. Fill bottom of planters with crushed stone, and top with 12" of organic topsoil. Install filter fabric and pea gravel in walking area of vegetable garden | 5,700.00T |
| Gate | 350. ⁰⁰ |

| | | | |
|--|--|---------------------------|-----------------------------------|
| | | Subtotal | 6050. ⁰⁰ \$5,700.00 |
| | | Sales Tax (6.625%) | -\$377.63 |
| | | Total | 6050. ⁰⁰ \$6,077.63 |

We Accept
 Visa-Mastercard-American Express

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 Like us on facebook

Signature _____

Estimate prices are valid for 15 days from mailing date. Prices are subject to change based on availability.



9

TOWN OF NEWTON

RESOLUTION #109-2024

April 8, 2024

"Resolution to Reappoint Members to the Newton Housing Authority"

WHEREAS, Mary Ann Carlson and Joseph Ricciardo have expressed interest in continuing to serve on the Newton Housing Authority; and

WHEREAS, Rick Bitondo, Vice-Chairperson of the Newton Housing Authority, recommends reappointing Ms. Carlson and Mr. Ricciardo;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the following reappointments be made to the Newton Housing Authority:

| <u>Name</u> | <u>Term</u> | <u>Expiration Date</u> |
|-----------------------------|-------------|------------------------|
| Mary Ann Carlson (Resident) | 5 Years | April 30, 2029 |
| Joseph Ricciardo | 5 Years | April 30, 2029 |

CERTIFICATION

THIS IS TO CERTIFY the above is a true copy of a Resolution adopted by the Town Council of the Town of Newton at a Regular meeting of said Governing Body conducted on Monday, April 8, 2024.

Teresa A. Oswin, RMC
Municipal Clerk

Mayor
John-Paul E. Couce

Deputy Mayor
Helen R. Le Frois

Council Members
Matthew S. Dickson
Sandra Lee Diglio
Michelle J. Teets



10

Town Manager
Thomas S. Russo, Jr.

Town Clerk
Teresa A. Oswin

Telephone: (973) 383-3521
Facsimile: (973) 383-8961
39 Trinity Street
Newton, NJ 07860

March 12, 2024

Mark Fiedorczyk
203 Main Street
Newton, NJ 07860

Re: Appointment to the Newton Housing Authority

Dear Mark,

Attached is a certified copy of Resolution #94-2024 which was adopted by the Newton Town Council at their meeting on Monday, March 11, 2024. You will see this Resolution formally appoints you to an unexpired five-year term as the Mayor's Appointment to the Newton Housing Authority, effective immediately through April 31, 2025.

Thank you for your interest in serving your community.

Sincerely,

Thomas S. Russo, Jr., MPA, CPM, PLC
Newton Town Manager

cc: B. Snyder



TOWN OF NEWTON

RESOLUTION #94-2024

March 11, 2024


"Resolution to Appoint Members to Various Boards and Commissions"

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the following appointments be made for unexpired terms:

| <u>Board/Commission</u> | <u>Name</u> | <u>Term</u> | <u>Expiration Date</u> |
|---|-------------------------|-------------|------------------------|
| Economic Development | <u>Paige Loughran</u> | 3 Years | December 31, 2026 |
| Historic Preservation (Regular) | <u>Joseph Ricciardo</u> | 4 Years | December 31, 2025 |
| Historic Preservation (Regular) | <u>Wayne McCabe</u> | 4 Years | December 31, 2025 |
| Historic Preservation (Alt.) | <u>Joseph Atkinson</u> | 4 Years | December 31, 2027 |
| Historic Preservation (Alt.) | <u>Mathias Banner</u> | 4 Years | December 31, 2024 |
| Newton Housing Authority (Mayor's Appointment) | <u>Mark Fiedorczyk</u> | 5 Years | April 30, 2025 |
| Recreation | <u>Pamela Fletcher</u> | 5 Years | December 31, 2025 |

CERTIFICATION

THIS IS TO CERTIFY the above is a true copy of a Resolution adopted by the Town Council of the Town of Newton at a regular meeting of said Governing Body conducted on Monday, March 11, 2024.


Teresa A. Oswin, RMC
Municipal Clerk