

NEWTON HOUSING AUTHORITY

AGENDA

Regular Meeting

Date: Monday, May 13, 2024

Time: 5:15 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

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. ANNOUNCEMENT OF OPEN PUBLIC MEETINGS ACT

Adequate notice of this meeting has been provided by the filing of an Annual Meeting Notice with Municipal Clerk, posting on the official bulletin board and delivery of same to the New Jersey Herald and Star Ledger on December 6th, 2023. The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Newton Housing Authority has caused notice of this meeting to be advertised by having the date, time, and place posted on the Newton Housing Authority Website.

Members of the public are welcomed and encouraged by the Newton Housing Authority to comment during the "Public Comments" portions of the meeting. There will be two (2) "Public Comments" sections of the meeting. Residents can address the Board of Commissioners on agenda items during the "Public Comment-Agenda items" portion of the meeting and general subjects of interest during the "Public Comments-General

Items” portion of the meeting (for items not on the agenda segment of the meeting). All questions and comments from the public will be directed to the Chairperson. When addressing the Board of Commissioners, please give your name and address.

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

4. PUBLIC COMMENTS-Agenda Items

5. APPROVAL OF THE MINUTES:

6.1 4/15/24 Meeting Minutes

6. ADMINISTRATIVE REPORT

7.1 Executive Director’s Report & Discussion

7. RESOLUTIONS

RESOLUTION #2024-13 (Approval of Bill List for May 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 May 2024 meeting in the amount of \$50,018.69 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 #2024-14 (Approval of Contract for Custodial Services)

WHEREAS, the Newton Housing Authority has a need for cleaning services at 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 Bids that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received two (2) bids, on 5/8/24, in response to its duly published Request for Bids; and

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

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

Vanguard Cleaning Systems
115 Rt 46 W, Suite A-8
Mountain Lakes, NJ 07046

In the amounts of:

Basic Services: \$6,600.00 (\$550.00 Monthly)

Unit Turnover-\$250.00

Bodily Fluid Cleanup-\$30.00

Carpet Shampooing-\$1,999.00.

Hourly Rate: \$28.00

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

- 8. PUBLIC COMMENTS-General Items**
- 9. EXECUTIVE SESSION (if necessary)**
- 10. ADJOURNMENT**

Attachments:

- 1) 4/15/24 Meeting Minutes**
- 2) May Bill List**

- 3) Executive Director Report**
- 4) Summary of Proposed Policy Changes**
- 5) 3/31/24 Financial Report**
- 6) TGM Proposal-Air Handler Pump Replacement**
- 7) 2024 Capital Fund Allocation**
- 8) Tabulation of Proposals for Custodial Services**