

NEWTON HOUSING AUTHORITY

AGENDA

Regular Meeting

Date: Monday, August 12th, 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. Flag Salute

4. 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.

5. PUBLIC COMMENTS-Agenda Items

6. APPROVAL OF THE MINUTES:

6.1 July 15, 2024, Meeting Minutes

7. ADMINISTRATIVE REPORT

7.1 Executive Director's Report & Discussion

8. RESOLUTIONS

**RESOLUTION #2024-18
(Approval of Bill List for August 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 August 2024 meeting in the amount of \$59,085.21 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 #2024-19
Approval of Policy Changes**

WHEREAS. The Newton Housing Authority has undertaken a review of its policies to ascertain that the exist and current; and

WHEREAS, the Newton Housing Authority Executive Director has reviewed all policies and made recommendations on potential revisions for consideration by the Board of Commissioners; and

WHEREAS, all policies were made available to the Board of Commissioners for their review and comment; and

WHEREAS, the residents of Liberty Towers were all notified, in writing, that they could comment on the proposed policy changes prior to adoption by the Board of Commissioners; and

WHEREAS, the policy revisions have been reviewed and are being proposed by the Executive Director for consideration by the Board of Commissioners; and

WHEREAS, the resident comment period has expired, and the Board of Commissioners would like to proceed with the recommended revisions; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority would like to adopt the following policy documents and revisions as attached to this meeting agenda and incorporated into the meeting minutes:

- 1) Procurement Policy-a new policy adoption
- 2) Pet Policy-a revised policy for adoption
- 3) Tenant Charges-the revised list of tenant charges.
- 4) Grievance Procedure-a new policy adoption
- 5) Parking Policy-a revised policy for adoption.
- 6) Lease-an updated lease for adoption.
- 7) Lease Rider- (move-outs)-an updated Lease “Rider” for adoption
- 8) Tenant Handbook-an updated handbook for adoption.
- 9) By-Laws-a new set of by-laws for adoption.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Newton Housing Authority that these policies and documents shall become effective immediately and be incorporated into the meeting minutes as attachments.

RESOLUTION #2024-19
Approval of Annual & Five-Year Plan

WHEREAS, the U. S. Department of Housing & Urban Development (HUD) requires that the Housing Authority submit and Annual & Five-year plan via electronic submission; and

WHEREAS, the Newton Housing Authority’ Five Year plan was good until 2024 and needs to be updated and submitted to HUD with the Annual Plan; and

WHEREAS, the plan template and related forms are is dictated by HUD and prepared by the Housing Authority’s Executive Director; and

WHEREAS, the Liberty Towers Resident Association has been notified, in writing, that they have a right to submit comments concerning the Annual Plan & 5 Year Plans; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the attached Annual & 5 Year Plans are approved for submission to HUD; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director are authorized to execute all forms and documents necessary to effectuate the submission of the Annual Plan.

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

Attachments:

- 1) 7/15/24 Meeting Minutes**
- 2) August Bill List**
- 3) Executive Director Report**
- 4) 6/30/24 Financial Report**
- 5) Annual & Five-Year Plan**