

# NEWTON HOUSING AUTHORITY AGENDA

## Regular Meeting

**Date:** Monday, October 21st, 2024

**Time:** 5:15 PM

**Location:** 32 Liberty Street, Newton, NJ

### 1. CALL TO ORDER

### 2. ROLL CALL

**Chairperson:**

Richard Bitondo

**Term of Office**

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 September 9th, 2024, Meeting Minutes

6.2 October 9<sup>th</sup>, 2024, Special Meeting

## **7. COMMITTEE REPORTS**

7.1 Executive Director’s Report & Discussion

## **8. OLD BUSINESS**

## **9. NEW BUSINESS**

## **10. RESOLUTIONS**

### **RESOLUTION #2024-27 (Approval of Bill List for October 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 October 2024 meeting in the amount of \$336,935.40 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 #2024-28**  
**APPROVAL OF FYE 12/31/23 AUDIT REPORT**

**WHEREAS**, N.J.S.A. 404A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

**WHEREAS**, the annual report for the fiscal year ended December 31st, 2023, has been completed and filed with the Hackensack Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

**NOW THEREFORE, BE IT RESOLVED** that the governing body of the Newton Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31st, 2023, and, specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

**RESOLUTION #2024-29**  
**Adoption of 2025 Budget**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Newton Housing Authority for the fiscal year beginning January 1, 2025 and ending December 31, 2025 has been presented for adoption before the governing body of the Newton Housing Authority at its open public meeting of October 21, 2024.

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

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

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Newton Housing Authority at an open public meeting held on October 21, 2024 that the Annual Budget and Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning January 1, 2025 and ending December 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

**RESOLUTION #2023-30**  
**Approval of Executive Director**  
**“Backup Plan”**

**WHEREAS**, the Newton Housing Authority (The “Authority) has contracted with Execu-Tech Inc. to provide Executive Director Services; and

**WHEREAS**, Execu-Tech Inc. has designated William F. Snyder to serve in the capacity of Executive Director for th4e Newton Housing Authority; and

**WHEREAS**, the designated Executive Director may have need to be away from his normal office hours during vacations, illness or other matters that may preclude him from being in contact with the office; and

**WHEREAS**, the position of Executive Director requires that someone be available at all times to address pending matters and potential emergencies; and

**WHEREAS**, Execu-Tech, Inc. has sufficient staff with the necessary expertise to fill in for the Executive Director while he may not be in contact with the office; and

**WHEREAS**, Execu-Tech, Inc. has prepared and “Backup Plan that provides the basic to be followed while the Executive Director may be out of contact for any reason; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that the attached Executive Director “Backup Plan” is hereby adopted and shall become effective immediately.

**RESOLUTION #2024-31  
(Change-Order #1-Roof Replacement)**

**WHEREAS**, the Newton Housing Authority approved a contract with Weathertite Solutions to replace the roof at Liberty Towers; and

**WHEREAS**, it has been determined that the make-up air unit had to be removed and reinstalled in order to properly install the curbing around the base of the unit and to make the unit watertight; and

**WHEREAS**, the cost of this additional work was not included in the original contract and requires a change-order to continue the installation and to ensure proper installation; and

**WHEREAS**, the contractor has submitted a change-order for this additional work which has been reviewed and approved by the project architect and which lists an itemization of all costs; and

**WHEREAS**, this additional work was unforeseen and not included in the original bidding documents and the architect has found the cost

to be reasonable based upon his independent cost estimate and recommends a[approval by the board; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that change-order #1 to the roofing contract with Weathertite solution is hereby approved as follows:

<b>Original Contract</b>	<b>\$372,300.00</b>
<b>Change-Order</b>	<b>\$18,500.00</b>
<b>Revised Contract Price</b>	<b>\$390,800.00</b>

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to execute change-order #1 and all related documents to complete this additional work.

- 11. PUBLIC COMMENTS-General Items**
- 12. EXECUTIVE SESSION (if necessary)**
- 13. ADJOURNMENT**

**Attachments:**

- 1) 9/9/24 Meeting Minutes**
- 2) 10/9/24 Meeting Minutes**
- 3) October Bill List**
- 4) Executive Director Report**
- 5) 2025 Budget**
- 6) ED Backup Policy**
- 7) 12/31/23 Audit Report**

