



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

August 12, 2024

(Condensed 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 Mark Fiedorczyk  
 Commissioner Joseph Ricciardo  
 Commissioner Wendy Vandermaas

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

**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 an advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Newton Housing Authority has caused notice of this meeting to be advertised by having the date, time and place posted on the Newton Housing Authority website.

Members of the public are welcome and encouraged by the Newton Housing Authority to comment during the public comment portions of the meeting. There will be two public comment sections of the meeting. Residents can address the Board of Commissioners on Agenda items during the Public Comment Agenda items 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 and when addressing the Board of Commissioners, please provide your name and address.

All members of the public shall be cognizant of the rights and feelings of any individuals 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.

Chairman Bitondo noted what was on this evening's Agenda and what would be discussed in detail under **Old Business** and **New Business**.

### **PUBLIC COMMENTS – Agenda Items – nothing at this time**

### **APPROVAL OF MINUTES OF SPECIAL MEETING – July 15, 2024**

Motion to approve made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (6)

### **ADMINISTRATIVE REPORT – ED WILLIAM SNYDER**

Contract awarded at last meeting for roof replacement. Contract signing is this Wednesday with architect and contractor. As I'm not available, I've asked they reschedule it for next week if they need me there. Ed Larose (ph.) and I have gone over and there is a list to go over at pre-construction meeting. Once contract is signed, Notice to Proceed will go out; they will start the work. Work starting within next 30 days.

Electrical upgrades and air-conditioning bids were rejected. We are reworking that to get it down to within our budget. B&G Committee will be meeting in the future; I'll reach out to architect to see where he stands on a few suggestions that we discussed.

We purchased kits that can detect if there's nicotine in an apartment. Complaints still being received. There are 2 tenants above a tenant; we believe tenant is smoking in their apartment. Other 2 complaining that smoke is coming through vents. In **Smoking Policy** it's a 4 step process: 1<sup>st</sup> is verbal warning; 2<sup>nd</sup> is a written warning; 3<sup>rd</sup> step is a written warning with a fine; we are at 3<sup>rd</sup> step here. With those kits I will be testing in apartment to see if there's nicotine present. You can smell it when you walk into apartment. One woman is vociferous in that riser that she wants to move away from smoke smell. I'm not smoking police, only doing this when I receive a complaint. There is not much else I can do, not looking for people who are smoking.

Policies will be gone over individually in a different part of Agenda item by item.

Resident Services Advisory Board meeting scheduled for July was canceled as I was hoping to have letter on Streamline Voluntary Conversion, wanting to report it to them with work NHA is doing and where we're at. Where we're at with Streamline Voluntary Conversion is HUD Field Office is looking at agreement between Cliffside Park and Newton, waiting to get approval on that. Spoke with our attorney today and asked him to please reach out to Field Office attorney asking where they're at. I don't want to push someway the wrong way, keeping in good stead with them and we are.

Plumbing – we'll have a closed session to talk about a complaint, but one aspect of complaint was there were holes in her apartment that NHA didn't repair and not responding to repairs quickly. I went with maintenance man Ed to do inspection. Holes turned out to be where tub meets shower, there are no holes. Chalk joint along there was all black mold; obvious not holes, and never reported

to Office. Ed did some investigation, turning out there's leak in the wall. Ed on his own with my approval and tenant's agreement physically moved that tenant to another apartment. Ed took all the tiles off, all sheetrock off, went in as far as he could with plumbing to fix leak, was not able to reach it; called a plumber, who fixed the leak. Ed rebuilt sheetrock, tiles and now about to move tenant back into apartment. We're offering her the ability to stay where she's at, which is easier for us, otherwise she's back to her apartment. We're working on that.

Duct Work Cleaning – Complaints about duct work, got prices, had ducts cleaned over a few weeks. Tenants were notified before work done; men went apartment by apartment; they removed 2 large bags of dust-type items. I'm glad it was brought to our attention, we responded very quickly. It should probably be done every few years. Chairman Bitondo suggested it be done on a regular schedule. Ed said he can remove vents and see if it's building up.

Ed worked on gazebos and benches. Rear gazebo roof was done. Asphalt walkway has been installed, no more roots coming up. Ed stained the wood. All in good shape.

Last HUD inspection it was noted railroad ties are rotten. In addition to walls Ed rebuilt, he went around garden areas, removed all rotting timbers, i.e. loading dock. Looks much better. This he took on himself and did that.

Email received today from HUD Field Office saying that Washington, D.C. office looking for copy of **Chapter 7 – Lead Paint Inspection**. Those were done years ago. Lead paint was banned in 1977. Unfortunately, this building construction was in 1975. We're looking for this. Chairman Bitondo: I know now for landlords with apartments, State requires every 2-3 years, a lead based paint inspection on all building built before 1978, due to municipality in the middle of July. I don't know if NHA falls under that same jurisdiction. ED Snyder: I'm not sure as we never got a request from Newton; I don't do it anywhere else as assessments were done years ago, but I did find it. I actually solicited a quote today from the company that did it; sent it to HUD asking them if this was acceptable. If not, same company will update price to do it. Chairman Bitondo: It's called Spite (ph) Test checking window sills, below window sills, etc. Price based on size of apartment. Price range is \$150-\$750/apartment. ED Snyder: Instructions I gave him for Chapter 7 has actual reports and areas, pictures and all, apartment numbers, sample, etc. One done in 2010 was \$2,400 for whole thing. We'll see what HUD says and if we fall under that. If so, municipality would probably send out notices to everybody that it has to be done. Chairman Bitondo: That was about a year ago when they sent those out.

Finance – Our budget has to be prepared; accounts notified to start preparation. Introduction needed for September meeting, due 120 days before start of fiscal year.

Residents Association – They had their garage sale on July 20<sup>th</sup>, very successful. A movie night was held. Labor Day BBQ planned at 12 noon. Next meeting is August 14<sup>th</sup>. Group is functioning very nicely now. Having meetings, doing social events making for happier environment for everyone and more people coming out.

Activities – July 17<sup>th</sup> – County Division of Health had a UV Index Awareness. Farmer's Market gave out \$50 vouchers for anybody that was eligible. Center for Prevention & Counseling did a fall prevention program for tenants to be aware of on July 18<sup>th</sup>, about 50 people came to that.

Sheriff's Department did a presentation on Senior Risk Band Program to identify seniors who need help. Karen trying to set up a canine demonstration with County dogs. Center for Prevention & Counseling also doing a 6-week wellness program here every Wednesday, July 31<sup>st</sup> going through September. If you attend 5 or more sessions, you'll get a \$25 gift card. United Health Care is doing discussions on Medicare and approved health plans, which were done in June and July with another event scheduled for tomorrow. Senior Services for County will have a stained glass activity on September 10<sup>th</sup>. You must sign up for that – separate reservation. Also doing Move & Groove Classes on Monday starting September 16<sup>th</sup>-September 28<sup>th</sup>. Division on Senior Services having a craft activity painting miniature bird houses on November 6<sup>th</sup>. Lots going on here and Tenant Association is involved.

## **OLD BUSINESS**

Chairman Bitondo: Two items from me: review of policies and Liberty Towers Rededication Karen Crossley will present.

### **1. PROCUREMENT POLICY – New Policy Adoption - 48 pages**

ED Snyder: Terry Carsten (ph) teaches with me at Rutgers the Procurement Course at Rutgers. He knows Federal/State requirements. This is a boiler-plate thing with needed changes for us. NHA has 2 masters: Federal Government and State Government. State Government Procurement Requirements are at N.J. Local Public Contract Law. We also have to opine to code of Federal regulations at 85.36, which sometimes conflicts with State law. For example, bidding law in State of N.J. without a Qualified Purchasing Agent is \$17,500. Federal bidding limit is \$200,000. You have to opine to highest standards. Same with soliciting proposals for professional services – we rate and rank them based upon criteria; we assign points. Most people do that and don't include price. You can do that in N.J. under Local Public Contract Law, but Federal Government requires you include in ALL reviews of proposals with exception of architectural and engineering. Rather than go over our policy, I asked Terry to give us a new policy which NHA will now institute. This gives all procedures from small purchase requirements. Terry cites regulations where it's taken from. My partner is no longer a QPA. In the back is a Disposition Policy so when you have obsolete equipment, it's what you have to do in regards to disposing of it.

### **2. PET POLICY – REVISED POLICY FOR ADOPTION**

Not many changes this time, but to give Commissioners history of this. Before 1998, Housing Authorities did not have to allow pets in public housing, particularly in high-rise buildings for many different reasons. In 1998, NY Congressman Mario Biaggi's mother lived in a senior public housing building in NY State. She wanted a dog, they said no. Mario changed under the Quality & Work Responsibility Act of 1998, got law changed that you're required to have pets, but you could have a Pet Policy dictating certain things. They are: size, weight requirements, in some instances breeds. This is a policy similar to other policies everybody adopted requiring pet permits for birds, fish, dogs. We updated new policy per Board's change which was for service animals because part of the Fair Housing Act that requires you have to allow them in a building, but service animal still has to meet requirements of the policy, exception is they don't have to pay "pet permit". If you have a service animal, it must have shots and we want to see that. Annual recertify tenant's income, they're supposed to

update these things in terms of shots, licenses, etc. In looking at #5 about guests and charging them \$10/day – it was taken out. If they have a guest regularly, we'll send a letter: Look you have a dog that's here regularly; you're required to follow our pet policy regarding shots, tags, etc. Chairman Bitondo: Page 5 – guests or visitors are not allowed to bring their pets on Newton Housing Authority premises at any time unless the animal is a certified Seeing Eye dog or certified for therapeutic purposes and proof of this status is on record with the main office of NHA. If guest or visitors bring a pet that is owned by a resident to visit, the resident must provide proper paperwork on the pet to show ownership and license information, etc. ED Snyder: I took out the \$10/day, but want to know they meet our pet requirements. First part is really for special service animals. County did a session here; two people showed up with supposedly service animals. We don't know they're service animals, they tell us they are. We, under Fair Housing Act, are entitled to ask and to show us documentation. If it's for a disability, we don't need to know specific disability; we need paperwork that these dogs are certified to do this. Chairman Bitondo: Visiting pets that are Seeing Eye or companion or certified therapeutic dogs, they are allowed. ED Snyder: Yes, but must show proof that they have that. Chairman Bitondo: Visitors can bring a **pet that's owned by a resident to visit**. But a visitor can't bring his own pet into NHA. ED Snyder: That's right; they can't bring their own pets. Commissioner Ricciardo: Why are you allowed 2 birds? ED Snyder: That was in there. It is a draft policy, things can be changed. Commissioner Ricciardo: How do you show ownership of a dog or cat? ED Snyder: License.

### 3. TENANT CHARGES – REVISED LIST OF TENANT CHARGES

Major change to this is we redid it. For tenants' benefit, these are not charges we just charge tenants. These are mostly, always tenant damages. If someone punches a hole through a wall or kick out a window, we would charge them to have it repaired. Many instances tenants damage things. Sometimes it's not their fault, fall down and put their head through a wall. Because it's required we post them, but hard to keep up with them today. If we had to have a plumber come in and takes off a toilet bowl because it was clogged. We find there's a child's toy in there. Somebody flushed it down there. We charge for price of plumber. We send Housing Authority Invoice with an attached invoice from plumber; personal information we take out of there so know what we're charging him is just what we paid plumber; we're not making any money on this. Chairman Bitondo: In the past, these were itemized charges; now it's the actual cost. ED Snyder: In some instances, it was more than what we were spending; other instances – way less.

### 4. GRIEVANCE PROCEDURE – NEW POLICY ADOPTION

This is new one. Grievance Procedure required by HUD. What it is is a policy that says if we take a negative action against a tenant – dog being a good example, if we were going to remove a dog from a building because dog has to leave or we're going to process an eviction. Tenant could file a grievance against us. There would be a hearing panel of 3 people: 1 person we select/1 person the tenant selects and 3<sup>rd</sup> person we both agree to. There would be a hearing, we would present our side of the case to panel; then tenant presents their case to panel and then they issue an opinion and we're stuck with whatever opinion is. Certain things are exempt, like drugs – if somebody is selling drugs or is arrested on the premises. No hearing for that, its automatic eviction. I've used this policy in other places. We can ask them if they'll accept Hearing Officer's (myself), if they're not confident that it's going to be

fair, then they say no. They want a panel. I get to select the person so there's an option to make it easier. Procedure for governing the hearing is binding; basically says at the end, they have a right to file a legal proceeding against us if they don't agree with the outcome. If they go to Court on something like that instead of an independent hearing, it's going to lay in the Judge's favor.

#### 5. PARKING POLICY – REVISED POLICY FOR ADOPTION

You see underlined sections. Before we were incorporating by Resolution changes to Parking Policy. It's hard to keep up when you do it that way, keeping a separate book. How it is now, once you adopt them, all of these changes will state **adopted on this date**. Every time there's a revision, it will have a **revision date**, citing revised section. Looking at 1<sup>st</sup> page under #10, we're allowing 1 parking space per resident as we have a waiting list; many don't like parking in rear lot. We have couples moving in now and they might have 2 cars. When they come up on list, they get 1 and other car parked in back or off-site if we couldn't accommodate it any more. Parking information has to be updated annually; doing that when we recertify somebody, we require you have valid registration, valid insurance card and car has to be in name of resident. We've had instances where registration is no longer valid, dump cars or abandoned that don't run. Since I've been here there was one car with no tags. Insurance is important because cars are parked close together, instances where there is a fire in a car and they're burning cars around them. If they don't have insurance, who will pay for that? People are then really upset. Chairman Bitondo: We need decisions on Items 2 and 4 – "tenant will or (will not) be assigned a permanent parking space on move-in. #4: "Tenant will or (will not) provide a duplicate set of car keys." ED Snyder: NHA doesn't make the decision, they do. When person moves in, if we have a parking spot on #2, we'll assign it to them. If no permanent parking spot, then it would be **will not**. This is actual permit, registration form is on the back and all attached going into their file. Extra key is not required. If they want to provide it, we would keep it in their file, as there have been instances where tenant got locked out of car. If someone doesn't have another key, it becomes a problem. We do that as a courtesy.

#### 6. LEASE – AN UPDATED LEASE FOR ADOPTION

Things we already discussed were incorporated into the policy making sure they're the same, not in conflict. A lease reiterates a lot of this. On Page 3, if there's a change in household composition or anything changes, moving someone in or income changes or size of unit is not appropriate for them – here is only studios and 1-bedrooms, but if there is a change in anything in the family, we require it's reported to us in 10 days. On Page 10 under Responsibilities of Residents – to refrain or threatening or intimidating employees or vendors. Some tenants get involved with vendors telling them what they should be doing. We warn residents that isn't your job. To comply with written move-out procedures, we have set move out procedures in the resident handbook, which was just updated. Where it talks about defects or having work done in apartment. System was different before I got here. Now it's all call-in by phone your work order. It mentions we'll provide alternative accommodations in circumstances where necessary repairs cannot be made within a reasonable time: instances where damages have not been caused by the resident. If someone is smoking in their apartment and there is a fire, we are not going to put them in a hotel. It has happened and we would not let tenant come back. Page 11 – Entry to the Premises – we had a 48-hour

notice; most people have 24 hour. We do this in writing saying we will be entering your apartment for an inspection. With the exceptions of emergencies where there is an emergency – fire or water pouring down – we have the right to go in apartment stating also in the Lease also. In those instances, and Maintenance is told this, they have to leave something in apartment or tag saying time/date they were in there and reason in there. Any questions come to Office and we'll tell you. Page 15 – Another issue is when somebody moves out, they either moved out or deceased – nothing was moved out. Just left apartment the way it is. We had people clear out apartment. Law in N.J. is that if someone leaves an apartment, you have to make a due diligent effort to notify them including, if we don't know where they went or deceased, we can't get a family member – an advertisement goes in newspaper saying you have until this time/date to retrieve these items. If you don't, they're going to be disposed of. Time limit in N.J. is 31 days. After 31 days going through notice process, you can dispose of items. Basically, it says management has a right to dispose of items after notifications sent out. We have a right to charge them. Years ago, I rented a storage unit, Maintenance would items in there, we would pay first month. When you go to retrieve it, storage won't let you retrieve unless you pay fee. As storage wants a few months in advance now, I don't do that anymore. We do have family members on file and try to reach them. Some residents don't have family members. Page 17 – Live-in Aides – Tenants are allowed to have live-in aides, some are even son/daughter with nowhere else to go, we require they have some type of training, something to certify that you're there for a reason as a live-in aide, actually necessary for tenant to be able to sustain themselves independently. I added, as sometimes it becomes a legal issue, "if something happens to the resident (deceased or going to nursing home) that live-in aide has no right to apartment." They have to leave. Commissioner Carlson: Why do we have foster child listed there? ED Snyder: That is with NHA consent. I think legally we have to if somebody asks for that. I'm not sure we would have the room to allow people to do that. I can take that out, but think it's a requirement because State is looking for foster parents. I believe foster care stipend is exempt from calculation of rent, reason being they're trying to encourage people to do this. (Discussion about family member being live-in, Medicaid, certification of live-in aide.) **Live-in Aides portion tabled for further clarification.**

Bottom of Page 17 – Transfer Policy was adopted about a year ago stating tenant must reside in NHA for 2 years. You also have to be in good standing with NHA or upon inspection of your apartment, it isn't up to standards. Housing standards not up to what is contained in lease.

#### 7. LEASE RIDER – (MOVE-OUTS) – AN UPDATED LEASE "RIDER" FOR ADOPTION

This was updated previously noting our inspection upon move-out. In N.J. we're required to provide a letter to person moving out or family, if there are any damages, citing damages, itemizing damages saying we will be withholding security deposit. Two things: if there is a balance left in security deposit when they move, we reimburse the balance or if additional charges, they are required to pay them. Charges are based upon an itemization.

Commissioner Carlson: Are there exceptions as her stove never had a broiler pan? ED Snyder: It's actual replacement cost, no more \$35. I'll take that out. A slight revision.

#### 8. TENANT HANDBOOK – AN UPDATED HANDBOOK FOR ADOPTION

Inherited when I got here. Residents receive when moving in; a reiteration of many things previously discussed. Karen and I tried to update so what is in Tenant Handbook complies with what's in Lease and other documents we give out. This goes into more detail, i.e., looking on Page 7 – Lockouts – were charging tenants for lockout, giving them 1 free lockout; always advise tenants to give a key to friend/family member; not for us to continuously charge them for being locked out. We do have some that will come down every day that are locked out. Those same tenants call weekends and nights. If a maintenance man is dispatched, we're talking about a lot of money. We do have an on-site man, Lou Silver. It's a person's responsibility. My neighbors have keys to my house for that specific reason. Page 8 deals with calling Work Order in, not writing one. Page 11 talks about Excess Utility Charges, which are charges for air-conditioners. Residents know if and when we get permission to Streamline Voluntary Conversion, there are no Excess Utility Charges and tenants won't pay that monthly fee. HUD will add that fee on top of our rent; NHA will get paid it in any event. Page 12 – Safety & Security – we updated that with new CCTV equipment; only staff is authorized and we provide it to Newton Police Department. It is provided to residents upon our agreement at advice of our attorney. Commissioner Fiedorczyk: Page 16 says Pet Policy, but our new policy says 20#; it's 25# in new Pet Policy and this says 40#. It's not consistent. (Discussion followed about poundage of a dog.) ED Snyder: These can be approved, if you'd like, with those changes and memorialize them. Chairman Bitondo: That would be Handbook and Pet Policy at 45# maximum. ED Snyder: Page 18 – Added "reasonable accommodations as law is as long as it's not a significant financial hardship on the Authority." If someone came in and wanted unit renovated for all handicap type of issues (\$10-\$15,000), we can't accommodate them; law does allow you to do that. Every resident gets one when they move in and all policies are available for review. Please announce at Tenant Association Meeting that it's available.

#### 9. BY-LAWS – A NEW SET OF BY-LAWS FOR ADOPTION

NHA By-Laws finally located, but I had these from another Authority, they are better By-Laws addressing more items in shorter span: addressing Annual Meeting, changed meeting to 5:15 PM. Only item not in here, looking on Page 5 I left that open **By-Law Revisions and Amendment**. Super majority required in most of these; 2/3<sup>rd</sup> vote here would be 5 out of 7; I just wrote the number 5. You're required to have 4 affirmative votes, simple majority for anything so this gives it one additional vote.

#### **LIBERTY TOWERS REDEDICATION – 50<sup>TH</sup> ANNIVERSARY – Commissioner Crossley**

There will be an opening dedication hoping to get Town Council here, a ribbon cutting ceremony, obtaining as much information from Joe, Wayne and Mark as well as someone in Historical Commission to speak, make small presentation. ED Snyder and Karen found great documents; we'll go through those together. I have items from 1975, events; calendar and it will be Tuesday, September 10<sup>th</sup>. Time is 3-4 PM, getting Town officials when they leave Municipal Building. Everything in draft form now. We'll have refreshments, finger foods, cake and presentation. Hoping Historical Commission, Town Council members, and Mayor will attend, and are trying to create a timeline from Day 1 finding information regarding construction of what it looked like before to now. Albums for people to look at; if you have photos or know anyone or anything you want to contribute, it would be great. See me. We want to acknowledge **here we are 50 years later and still kicking**. Chairman Bitondo: Originally on this site was the Newton YWCA. Commissioner Crossley:



Information like what a car cost, fun facts to look at. ED Snyder found albums of tenants and will be available for viewing. Commissioner Carlson mentioned doing a time capsule so in 50 years, there'd be something to open for the 100<sup>th</sup> anniversary. Perhaps have time capsule in Community Room. It is hoped to get original Commissioners to attend. Chairman Bitondo noted it would be a way to get residents involved. Discussion was time capsule could be opened in 10 or 25 years, not wait to 50. Commissioner Crossley will have a friend make something tamper-proof to remain in Community Room; make a plaque for it as well. Chairman Bitondo suggested that at beginning of each Reorganization Meeting it be stated "In 2050 the time capsule is to be opened" so there is a reminder every year. ED Snyder will speak with maintenance man, perhaps a cabinet can be built, a plaque for it and mounted on a wall in Community Room. In the State Association magazine, there was an article about Jenny with a photograph that could go into capsule.

Chairman Bitondo: Would ED Snyder include in By-Laws under Annual Meetings a statement about time capsule, that it should be announced as part of each annual Reorganization Meeting, that way it's in there, an official record.

## **NEW BUSINESS**

### **FIVE YEAR PLAN – ED Snyder**

HUD requires you prepare an Annual Plan and a 5-year plan. Annual Plan submitted every year, which is on Agenda for tonight. This went back to 1998 to Quality Housing Workers Responsibility Act. Idea behind it is you need a plan. HUD came up with forms, 50075 form, and going over Deconcentration of poverty. Main thing is if you're going to be doing a program like Streamline Voluntary Conversion, it needs to say it as HUD checks that. We're good to go with that. Other aspect is Annual Statement. Annual Statement lists amount of Capital Fund money you're getting and forecasts for 5 years, but you don't know what you're getting. Last few years we did better than we did previously. This plan has \$147,829 in Capital Fund money to actually make improvements in our building. We have a \$300,000 plus roof going on, which doesn't cover half of that. This money has got to be obligated in two years and expended in 4 years. **Obligated** means under contract. If it is not, HUD takes money back. That's idea of the plan. Here it tells you what you're going to use money for, which is what HUD wants to know. In our case, as we're under 250 units, we have fungibility, so everybody under 250 puts in a line item called Operations, which means it comes out of there, how I draw it down, going into our regular account using it for whatever we want.

Even though there are a lot of documents, many are certification forms and really geared to larger authorities. Look at the bottom: it says SM under Annual Plan – meaning "small" and we're what's called **qualified PHA** meaning that we're not sub-standard, we passed all our scores. New process this year I have to submit through a new online portal, which I've already started uploading documents. The resolution is to be passed tonight, once approved, we'll be done. It's available online if you want to look at it. This also went to Tenant Association so they could comment on it, which they didn't do as not much to comment on.

Chairman Bitondo: This should be under OLD BUSINESS. After we pay for roof replacement project, where will our Capital Fund be? ED Snyder: Not Capital Fund, you mean our Unrestricted Net Assets, our reserves. In 2021, our Unrestricted Net Assets were \$564,683. We increased in 2022 by \$200,000. At end of 12/31/2022 we had \$765,995. The State of New Jersey has their requirements in submitting an audit. HUD requirements are audit has to be submitted and uploaded to them within

9 months of your fiscal year. September 30<sup>th</sup> is 9 months for us. Auditors are scheduled for early September. We don't know definitely what our Unrestricted Net Assets are until audit is done. However, we do unaudited Financial Statements, which we call financial data schedule. That's submitted within 60 days of closing fiscal year. That tells me that at the end of 12/31/2023, our Unrestricted Net Assets are \$939,762. Added to this year was \$146,000, around \$1 million and I anticipate we'll close the year in black by a few hundred thousand dollars. We're about \$1.1 or \$1.2 million before roof. Roof is \$372,000 rounding it to \$400,000; giving us about \$800,000. HVAC was a little over \$1.2 million. We don't have money to do it. We'll go back to drawing board. Important thing to know is that money has to be obligated before we convert; otherwise HUD will take it back. Obligated means under contract. We can get bids back out, even if we decided to go with HVAC and only do 80% of the job getting a per unit cost so we're signed up on that. Then next year's allocation we finish balance of units – there will be no next year allocation because we're out of Capital Fund program. We'll get more money which allows us to go to a bank, where theoretically, we're doing all this other work. Chairman Bitondo: We need to be ready with that, with subsequent projects. We can prioritize the projects. ED Snyder: I'm assuming you want to proceed with HVAC. It's a question of whether to do whole thing or switch gears as to what you were talking about. Chairman Bitondo: That is a B&G Committee meeting and decision that we'll share with Board of Commissioners in September.

## **RESOLUTIONS #2024-18 THROUGH AND INCLUDING #2024-20**

### **1. RESOLUTION #2024-18 – APPROVAL OF BILL LIST**

Motion to approve Resolution #2024-18, Bill List of \$59,085.21 made by Commissioner Ricciardo; 2<sup>nd</sup> by Commissioner Fiedorczyk.

Chairman Bitondo reviewed Executech's invoice and found it to be in order.

VOTE: AYES/All Present Commissioners (6)

### **2. RESOLUTION #2024-19 – APPROVAL OF POLICY CHANGES**

Chairman Bitondo: We are tabling #6 – Lease and minor revisions in Tenant Handbook and By-Laws and in Pet Policy. Pet Policy will be revised to 45#. Tenant Handbook will match that 45#. By-Laws will include statement about Annual Reorganization meeting to include statement about time capsule and take out "boiler pan".

Motion to approve Resolution #2024-19 including revisions just discussed and removal of #6 – Lease until our next meeting so appropriate work can be done on those changes.

Motion to approve Resolution #2024-19 with all changes as listed by Chairman Bitondo made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (6)

### **3. RESOLUTION #2024-20 – APPROVAL OF ANNUAL & FIVE-YEAR PLAN**

Motion to accept Resolution #2024-20 made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (6)

**PUBLIC COMMENTS – GENERAL ITEMS**

CELESTE - #4J – Thank you for all that you Commissioners do. All of the Board thanked Celeste.

MARILYN - #4L – When will the roof be done? ED Snyder: Tenants will receive a written notice and ED Snyder will go over things with contracts to make sure there is minimal inconvenience regarding parking. Chairman Bitondo: Hopefully, contract will be signed on Wednesday, August 14<sup>th</sup>. Probably within 6 weeks, work should commence. Commissioner Ricciardo: Contractor has to tell you what size crew he will have, where he’s going to start – rear of building, doing one-half and go to other side and do other side; showing ED Snyder all of that. Get roofing permit, and all the others. Chairman Bitondo: Probably by fall.

PHYLLIS - #5M – Is it possible for me to purchase my own refrigerator as it is very noisy and groans all night long. ED Snyder: We’ll be look at it, but you can replace it if you don’t agree with us. We’ll give you specifications. Come next week on Wednesday and I’ll come check it out. Chairman Bitondo: Take a video of the noises on your cell phone so we’ll hear the noise that it’s making.

**ADJOURNMENT TO SPECIAL MEETING**

Motion to adjourn Regular Meeting made by Commissioner Ricciardo; 2<sup>nd</sup> by Commissioner Fiedorczyk.

VOTE: AYES/All Present Commissioners (6)

Motion to move into Executive Session made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (6)

Motion to adjourn Regular Meeting after the Special Meeting made by Commissioner Ricciardo; 2<sup>nd</sup> by Commissioner Fiedorczyk

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber