

NEWTON HOUSING AUTHORITY

AGENDA

Special Meeting

Date: Wednesday, December 18th, 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 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 December 13th, 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. COMMITTEE REPORTS

a. Executive Director's Report & Discussion

6. PUBLIC COMMENTS-Agenda Items

7. APPROVAL OF THE MINUTES:

6.1 November 25th, 2024, Special Meeting

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

**RESOLUTION #2024-34
(Approval of Bill List for December 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 December 2024 meeting in the amount of \$50,980.20 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 #2024-35
(Approval of Annual Meeting Notice for 2025)**

WHEREAS, the Newton Housing Authority is required to publish an Annual Meeting Notice in accordance with the requirements of the New Jersey Open Public Meetings Act (OPMA); and

WHEREAS, the Newton Housing Authority by-laws provide that the monthly meeting of the Housing Authority be held on the second Monday of each month; and

WHEREAS, the Executive Director has prepared the 2025 Annual Meeting Notice for review and approval by the Board of Commissioners: **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the attached 2025 Annual Meeting Notice is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to advertise the meeting notice and distribute according to OPMA.

RESOLUTION #2024-35
(Approval of Change-order #1 to A/E Contract)

WHEREAS, the Newton Housing Authority entered into a contract with HQW Architects to prepare a Capital Needs Assessment (CNA); and

WHEREAS, the Housing Authority needs to complete the assessment as part of its conversion application for the Rental Assistance Demonstration Program; and

WHEREAS, the Housing Authority's initial contract with HQW architect was for \$40,000.00; and

WHEREAS, the Housing Authority may enter into a change order for an amount that does not exceed 20% of the original contract or \$8,000.00; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that change-order #1 to the contract with HQW Architect be hereby approved in the amount of \$7,500.00; and

BE IT FURTHER R3ESOLVED that the Executive Director is hereby authorized to execute change-order #1 with HQW Architects.

RESOLUTION #2024-36,
Approval of Contract for Audit Services

WHEREAS, the Newton Housing Authority has a need for Auditing services to conduct an audit of the Housing Authority's books and records; 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 that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal, on 12/18/24, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to this auditing firm based upon price and qualifications; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for auditing services be hereby awarded to the highest Rated proposal:

Giampaolo & Associates
467 Middletown Lincroft Road
Lincroft, New Jersey 07738

In the amount of \$8,325.00.

**RESOLUTION #2024-37,
Approval of Contract for Accounting Services**

WHEREAS, the Newton Housing Authority has a need for accounting services to maintain the Housing Authority's books and records and related financial regulatory submissions & records; 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 that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal, on 12/18/24, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to the accounting firm based upon price and qualifications; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for accounting services be hereby awarded to the highest Rated proposal:

Polcari & Company
2025 Hamburg Turnpike
Wayne, New Jersey 07470

In the amount of \$21,600.00 (\$1,800.00 monthly)

RESOLUTION #2024-38
(Authorization to Solicit Proposals for Special Legal Services)

WHEREAS, the Newton Housing Authority has need for Special Legal Services to assist with the conversion of Liberty Towers under HUD’s Rental Assistance Demonstration Program (RAD); and

WHEREAS, the U. S. Department of Housing & Urban Development has approved the Newton Housing Authority’s RAD application and issued a Commitment to Enter into a Housing Assistance Payments Contract (CHAP); and

WHEREAS, the Housing Authority will have to prepare a “Financing Plan” for submission to HUD and thereafter proceed to a closing which will require the expertise of Special Legal Counsel to handle this phase of the conversion; and

WHEREAS, the Housing Authority’s Procurement Policy requires that the Authority obtain bids & proposals for all goods & services; and

WHEREAS, the Executive Director is recommending securing these legal services proactively to ensure that there is no delay in closing on the RAD conversion; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the Executive Director is authorized to prepare a Request for Proposals (RFP) and solicit for proposals to secure Special Legal Counsel to address the RAD conversion and closing.

RESOLUTION #2024-39
(Approval of Contract for Legal Services)

WHEREAS, the Newton Housing Authority has a need for legal services to address normal business issues and a potential RAD conversion; 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 that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal, on 12/18/24, in response to its duly published Request for Proposals; and

WHEREAS, the proposer has agreed to a contract based upon their hourly rate with no monthly retainer; and

WHEREAS, the Executive Director has reviewed the proposal and has determined that the contract should be awarded to this law firm based upon price and qualifications;
NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for legal services be hereby awarded to the highest Rated proposal:

Breslin & Breslin
41 Main Street
Hackensack, New Jersey 07601
Amount \$12,000.00 Annually (\$1,000.00 Monthly)
Hourly amount of \$175.00 (Extraordinary Legal Services)

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

Attachments:

- 1) 11/25/24 Meeting Minutes**
- 2) December Bill List**
- 3) Executive Director Report**
- 4) 2025 Annual Meeting Notice**
- 5) HQW Proposal**
- 6) RAD CHAP Approval**
- 7) Proposal Tabulations (Auditing, Accounting & Legal)**