

NEWTON HOUSING AUTHORITY

AGENDA

Regular Meeting

Date: Monday, February 10, 2025

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 10th, 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

5.1 Executive Director's Reports & Discussion

6. PUBLIC COMMENTS-Agenda Items

7. APPROVAL OF THE MINUTES:

6.1 January 13, 2025, Meeting

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

**RESOLUTION #2025-4
(Approval of Bill List for February 2025 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 February 2025 meeting in the amount of \$56,901.15 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 #2025-5

Adopting Cash Management Plan

WHEREAS, it is in the best interest of the Newton Housing Authority to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS, P.L. 1983, Chapter 8, approved January 18, 1983, is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

WHEREAS, this law requires that each local unit shall adopt a cash management plan,

NOW, THEREFORE, BE IT RESOLVED, that the following shall constitute the Cash Management Plan for the Newton Housing Authority, and the Executive Director shall deposit and manage its funds pursuant to this plan:

Definitions

1. Executive Director shall mean the Executive Director of the Newton Housing Authority
2. Fiscal Year shall mean the twelve-month period ending December 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for the Newton Housing Authority in accordance with N.J.S.A. 40A:5-14. The Newton Housing Authority designates the Provident Bank and other Government Unit Deposit Protection Act (GUDPA) approved banking institutions.

Audit Requirement

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

Authority to Invest

1. The Board of Commissioners shall pass a resolution designating the official who shall make and be responsible for municipal deposits and investments. The Executive Director of the Newton Housing Authority is so authorized.

Investment Instruments

1. The Executive Director shall invest at his discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

Records and Reports

1. The Executive Director shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Executive Director shall:
 - a. Keep a record of all investments for auditing purposes.
 - b. Keep a cash position record which reveals, on a daily basis, the status of the cash in its bank account.
 - c. Report quarterly to the Board of Commissioners a financial report indicating the Housing Authority's financial position.

Cash Flow

1. The Executive Director shall ensure that the accounting system provides regular information concerning the cash position and performance.
2. All monies shall be turned over to the Executive Director and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Executive Director is authorized and directed to invest surplus funds of the Newton Housing Authority as the availability of the funds permit. In addition, it shall be the responsibility of the Executive Director to minimize the possibility of idle cash by depositing the monies in interest bearing accounts wherever practical and in the best interest of the Newton Housing Authority.
4. The Executive Director shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Signatories

The signatories of the Housing Authority shall be Chairperson, Vice Chairperson, designated Commissioners and Executive Director. Transactions must be supported by at least two of the aforementioned officials.

RESOLUTION #2025-6

RESOLUTION AUTHORIZING A POLICY RESPECTING REIMBURSEMENT OF AUTHORITY COMMISSIONER/ EMPLOYEES FOR COSTS OF DEFENDING AGAINST CRIMINAL CHARGES

WHEREAS, it is deemed to be in the best interest of the Authority to adopt a uniform policy respecting the reimbursement of Authority Commissioners/employees for the costs of defending against civil criminal charges; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NEWTON HOUSING AUTHORITY:

1. That the Newton Housing Authority shall reimburse any Commissioner/employee for the actual reasonable legal costs of successfully defending against criminal charges where such charges result from the performance of the Commissioner's/employee's duties and the Commissioner/employee is deemed to have acted in good faith.

2. That the Newton Housing Authority shall reimburse any Commissioner/employee for the actual reasonable legal costs of successfully defending against civil suits where such suit results from the performance of the Commissioner's/employee's duties and the Commissioner/employee is deemed to have acted in good faith.
3. That the Newton Housing Authority shall pay for all legal expenses as incurred in the event the General Counsel advises the Authority that the Commissioner/employee in all likelihood will be found to have acted in good faith.
4. That this Resolution shall take effect immediately.

RESOLUTION #2025-7

RESOLUTION INDEMNIFYING COMMISSIONERS AND EMPLOYEES CONSISTENT WITH N.J.S.A. 59:10-4

WHEREAS, N.J.S.A. 59:10-4 empowers the Board of Commissioners of the Newton Housing Authority to indemnify its commissioners & employees; and

WHEREAS, it is deemed to be in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties; NOW,
THEREFORE,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NEWTON HOUSING AUTHORITY:

1. It is deemed in the best interest of the Authority to indemnify the Commissioners and employees while acting within the scope of their duties.
2. For the purpose of this Resolution, unless the context clearly indicates a different meaning, the following words and phrases shall have the meaning set forth:
 - INSURANCE – Coverage afforded by insurance policies of every kind whether the premiums be paid by the Authority, the employee or someone on his/her behalf.
 - COMMISSIONER/ EMPLOYEE – Any employee or Commissioner, appointed to or hired by the Authority whether, full part-time or contracted.
3. The Authority shall reimburse a Commissioner/employee for all reasonable expenses incurred, specifically court costs and all monetary judgments imposed upon him/her in any action or legal proceeding of a noncriminal nature arising out of or incidental to the performance of the duties of the position or the office held by such employee. The Authority shall indemnify an employee for exemplary or punitive damages resulting from the employee's civil violation of state and/ or federal law if the acts committed by the employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or intentional wrong.
- 4 The Authority shall not be obligated to provide reimbursement in the following instances:

- Where the legal proceeding involved a claim or misfeasance or malfeasance in office or a claim of fraud, theft or misappropriation of public funds and the Commissioner/employee is found liable for the charge.
- Where the legal proceeding is instigated or brought by the Newton Housing Authority.

The amount the Authority is obligated to reimburse the Commissioner/employee shall be reduced by an insurance coverage payable to the Commissioner/employee by the net amount (recovery cost) of any money received by the Commissioner/employee in any counteraction against the person or persons bringing the action against him/her.

5. A Commissioner/employee shall not be entitled to indemnification or reimbursement pursuant to this chapter unless, within ten (10) calendar days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/she delivers the original or a copy thereof to the Executive Director and Board of Commissioners. The Commissioner/employee shall be obligated to cooperate with the Authority in the conduct of his/her defense. Whenever competent and disinterested legal counsel is available to the Authority through any insurance coverage, the Commissioner/ employee shall be obligated to be represented by such counsel. If the Authority wishes to use the General Counsel of the Authority to defend the action, the Commissioner/employee shall be obligated to be represented by that attorney unless there is a conflict of interest. The refusal of the Commissioner/employee to cooperate with the Authority shall terminate the Authority's obligation to reimburse the Commissioner/employee.
6. If the legal proceeding is terminated by an agreement among the parties, then the Housing Authority shall not be obligated to reimburse the Commissioner/employee unless the Authority approves the settlement agreement.
7. The Authority may reimburse a Commissioner/employee for a portion of the expense incurred prior to a final decision in a legal proceeding, but the Authority shall be entitled to wait for a final determination before being obligated to make any final payments.
8. That this Resolution shall take effect immediately.

**RESOLUTION #2025-8
(Banking Signatory Addition)**

WHEREAS, the Newton Housing Authority has adopted a Cash Management Plan in accordance with the requirements of the State of New Jersey; and

WHEREAS, the Cash Management Plan lists the officers and employees that are designated as signatories on all Housing Authority's accounts; and

WHEREAS, the Cash Management Plan lists the Chairperson and Vice Chairperson, other designated commissioners, and the Executive Director as signatories in the plan; and

WHEREAS, Karen Crossley has been elected as the Newton Housing Authority Vice Chairperson and as an authorized signatory; NOW THEREFORE

BE IT RESOLVED, by the Board of Commissioners of the Newton Housing Authority that Karen Crossley is an authorized signatory for all banking issues and matters; and

BE IT FURTHER RESOLVED, that this resolution shall become effective immediately.

RESOLUTION #2025-9
(Authorization to Solicit Proposals for Environmental Services)

WHEREAS, the Newton Housing Authority has need for Environmental Services to comply with HUD’s Rental Assistance Demonstration Program (RAD) requirements; 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 which must include a Part 58 Environmental survey; 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 services 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 a Part 58 Environmental Survey for submission to HUD.

RESOLUTION #2025-10
(Authorization to Solicit Bids for HVAC/Plumbing Services)

WHEREAS, the Newton Housing Authority has need for heating, ventilating, air conditioning (HVAC) & plumbing Services to maintain its HVAC equipment in good working order; and

WHEREAS, the Housing Authority’s Procurement Policy requires that the Authority obtain bids & proposals for all goods & services; 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 Bids (RFB) and solicit for bids to secure a qualified HVAC vendor.

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

Attachments:

- 1) 1/13/25 Meeting Minutes**
- 2) February Bill List**
- 3) Executive Director Report**
- 4) 1/25/25 Resident Meeting Presentation**

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

January 13, 2025

(Condensed Minutes of Taped Regularly Scheduled Meeting
Of Newton Housing Authority – 5:15 P.M.)

ROLL CALL:

PRESENT:

Chairman Richard Bitondo
Commissioner Karen Crossley
Commissioner MaryAnn Carlson
Commissioner Joseph Ricciardo
Commissioner Wendy Vandermaas

ABSENT: Commissioner Mark Fiedorczyk

FLAG SALUTE

OPEN PUBLIC MEETINGS ACT

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

Items portion of the meeting. That's for items that are not 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.

ANNUAL REORGANIZATION (Election of Officers)

Motion made by Commissioner Crossley to nominate Rick Bitondo as Chairman; 2nd by Commissioner Ricciardo.

There were no other nominations and nominations closed.

AYES:	Commissioner Bitondo	Yes
	Commissioner Crossley	Yes
	Commissioner Carlson	Yes
	Commissioner Ricciardo	Yes
	Commissioner Vandermaas	Yes
	Absent: Fiedorczyk	---

Motion made by Commissioner Carlson to nominate Karen Crossley as Vice-Chairman; 2nd by Chairman Bitondo.

There were no other nominations and nominations closed.

AYES:	Commissioner Bitondo	Yes
	Commissioner Crossley	Yes
	Commissioner Carlson	Yes
	Commissioner Vandermaas	Yes
	Commissioner Ricciardo	Yes
	Absent: Fiedorczyk	---

Chairman Bitondo noted importance of Building & Grounds Committee this year because of RAD Conversion and Capital Needs Assessment NHA will be undergoing soon. Previously, Commissioners Ricciardo, Fiedorczyk and I served as B&G Committee. When would those meetings be as two of us are retired, but still working. ED Snyder emailed architect today and will contact B&G Committee when architect answers. Wednesday is a good day for ED Snyder. Commissioner Ricciardo requested if it is Wednesday, that it is always a Wednesday due to his work commitment; knowing date

a week in advance will be helpful. Chairman Bitondo's availability would be best after 3:00 PM; Commissioner Ricciardo can request early shift. We'll reach out to Commissioner Fiedorczyk to see if he's still interested and available.

Resident Advisory Committee is Commissioners Crossley, Carlson and Vandermaas.

ED Snyder: It might be advisable to have a Finance Committee. It's mostly sending documents (budget and audit) to Chairman Bitondo, discussing them. Commissioner Crossley: It's my forte and wheelhouse, I do contract negotiations for unions, Port Authority, Prevailing wage certified. ED Snyder will reach out to Commissioner Crossley when necessary.

EXECUTIVE DIRECTOR'S REPORT – ED Snyder

Annual recertification for everyone's income will begin soon; notices for 2nd floor should be going out within next 10 days. Please get your information together. You will be notified when the process will begin. We are looking for an intern; Sussex County College was no help. Another college Karen reached out to will get back to us.

December 10th, Liberty Towers received a Certificate of Appreciation for being a "tobacco free champion". It will be framed and hung so everyone can see it. County thinks we are doing a good job.

Roof replacement: We replaced roof; final payment is on Agenda, which was subject to Carlisle inspection, inspection by Newton Building Department, submission of warranty agreement and final close-out documents and approval by architect. We have all of that with exception, because of weather, wall damage in front has not been repaired. We received an estimate for \$4,200, which I think was high. We told architect to take \$5,000 out of final payment and we're withholding until weather gets better and wall repaired. There is a question of putting back the way it was OR cut it back. Company going to repair it, looked at it, would repair it, but they never came to do repair. They were informed if they do the job and it doesn't meet with our satisfaction, we're not paying. Just let us do it. It's a subcontractor that hit it, contractor doesn't want to pay, making sub do it.

Resident Advisory meeting with tenants will be on February 10th. At that time we'll go over RAD Program, where we're at in terms of items we're possibly putting into NHA.

At end of December there was a water main break. One resident actually mentioned we send out a boiling water advisory notice that we got from Water Company, which was sent out. Apparently water was coming out cloudy or not very good.

Our budget is done and adopted last month. On actual RAD Program, Capital Needs Assessment – which is document at center of doing financing. It was handed out

tonight, keeping a running tally with Committee. Our residents that raise issues at meetings of things that they think should be done, for example, automatic doors in here. I sent that today to architect and told him we need meeting to update Capital Needs Assessment; like to see many of these items incorporated. At which point B&G Committee will go over it. I gave you the list and if anyone thinks I missed something, please let me know and we'll add to list.

I'll be working on numbers to see what we actually can finance, how many millions of dollars and at some point we will prioritize first as we do have a lot of work.

We conducted two more Resident meetings because HUD required in switching from Streamline Conversion to RAD Program – 1 on October 6th; other November 25th.

They're done. Applications went in. We received a CHAP – **Commitment to Enter Into a Housing Assistance Payments Contract**. That's approval of the application. Next step is called a **Concept Call** with HUD. We can't have Concept Call until we have another Resident meeting. Meeting is scheduled, and Commissioners have copy of Power Point I prepared for that meeting, which is on the January 29th. Once that's done, we will have Concept Call with HUD; explain what we're doing. Now in process of doing financing plan. Next meeting there will be authorization for hiring professionals we need: one to do a PAR 58 Environmental; need to bring an architect to do public bidding documents for work we're actually going to be doing at end of this; need to prepare financial pro forma; need to have a budget; insurance stuff. Today I prepared my check list, working on that already. The approval that we got on HUD website says the financing plan has to be submitted by September 13th/a Saturday.

Once that goes in and I'll explain to residents on the 29th, next phase is – once they approve financing plan, part of which is I'll look at banks, reaching out to people I deal with, to get term sheets to see best possible deal in terms of interest rates, loans. We'll get a loan commitment as part of that to borrow the money to make all improvements to building, goes in financing plan and then they issue a RAD Conversion Commitment (RCC). Once we get that they tell us we have so many days to close, which is where special attorney comes in. He'll prepare all opinions, title work, everything he needs to go to closing. Closing should take place within 60 days, but I've seen one done in 60 days with HUD. Let's say 60-120 days.

Once we close, theoretically we are still in Public Housing Program to the end of fiscal year. After that fiscal year ends, then we go to Section 8 program. Even though we're technically Section 8, we still get Capital Fund money, Operating Fund money. We don't get higher rents to next full year that we go into that. We may need an appraisal and I'll talk to HUD about that. That's where we're at. I did Power Point for residents.

By next meeting after Concept Call, I hope to have more information on work that we will be doing so I can share with residents, more honed down, here's our list and what we're proposing to do. Meeting will be at 2:00 PM, January 29th.

ED Snyder told attorney for Cliffside Park HA, agreement that NHA submitted was for Streamline Voluntary Conversion, technically different from Project Based Voucher

Program; same agreement, but all statutory citations are different. I told them take all Streamline Conversion out of there, so we can get this to them, because if they're going to approve it, I want it approved right after the fact. It's moving along slowly. I reached out to Field Office Director of Public Housing Division, Howie Cumming (ph.) stating he was on it. We'll see what happens.

Activities: Applications for assistance for food stamp has been posted on bulletin board. On January 16th there's a Game Stop social scheduled in Community Room – flyer has been posted. Bingo continuing. In September 2025, there will be a bracelet making class here – flyers to be distributed; Christmas in July craft event on July 9th – flyers to be sent out. Still looking to do a CPR class from Sussex County or first aid, etc.

PUBLIC COMMENTS – Agenda Items

There were no questions and/or comments on 3 resolutions to be voted on this evening.

APPROVAL OF MINUTES – December 18, 2024 Special Meeting

Motion to approve minutes of December 18, 2024 Special Meeting made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4) Abstain: Ricciardo Absent: Fiedorczyk

OLD BUSINESS

ED Snyder said Congress passed legislation 7 years ago – HOTMA – Housing Opportunities to the Modernization Act. HOTMA changed many things that go into recertifying tenants' incomes. It's been delayed for a long time. Current implementation date is end of July 2025. With new administration, we don't know what's going to happen, and many of these things have to do with – if someone comes in and tells you what their income is, just write it down and accept that. Now some think its fine, no one commits fraud, etc., and other people think you should be documenting everything. I gave document to our secretary, Debbie Alvarez, to create new document with changes and incorporate it; send out to all Commissioners, red line for what these changes are. Some are discretionary, some are mandatory. On new admissions, you could actually extend to people living here – it's discretionary – I don't recommend doing that as once you're living here, you don't want to bother existing tenants, there's going to be an asset limit, \$200,000. If you have assets in excess of that when you're initially being admitted, you're no longer eligible. There is a difference in living in Oklahoma with \$200K and living in New Jersey with \$200K. It changes the way people who certify these things go about it. It could be implemented in July, but not now. It's on hold. Recertifications are not being done here; they're being done by my staff. At conference coming up, we'll be training people on how to do HOTMA.

NEW BUSINESS

We get inspected here by HUD, and we do our own inspections, which we're required to do, but HUD comes in and does inspections under protocol UPCS – Uniform Property Condition Standards. That's now been changed – NSPIRE – new standards are more focused on apartments, however, since we've submitted an application for RAD and submitted application into HUD portal to take us out of Public Housing Program, right now we don't get inspections done. NSPIRE – National Property Inspection Reporting.

RESOLUTIONS #2025-1 THROUGH & INCLUDING #2025-3

1. RESOLUTION #2025-1 – APPROVAL OF BILL LIST FOR JANUARY 2025 MEETING

Motion to approve \$139,783.95 bill list made by Commissioner Ricciardo; 2nd by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (5)

Absent: Fiedorczyk

2. RESOLUTION #2025-2 – APPROVAL OF CONTRACT FOR LEGAL SERVICES **AS AMENDED**

ED Snyder spoke with Terry Corriston (ph.) at the firm. Terry has agreed to continue that outset number without coming here at an hourly rate. When he does work, he'll just bill NHA hourly. Bill was less than \$5,000 for entire year. It won't be \$1,000/month. It will be hourly. It was mostly Civil Rights.

Motion to approve Resolution #2025-2 **as amended to not exceed \$12,000 annually and billed hourly rate of \$175** made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (5)

Absent: Fiedorczyk

3. RESOLUTION #2025-3 – APPROVAL OF PAYMENT FOR NEW ROOF

Motion to approve next to last payment on new roof in amount of \$95,410, withholding of \$5,000 for wall repairs, made by Commissioner Crossley; 2nd by Commissioner Carlson.

Commissioner Ricciardo believes \$5,000 withheld is not enough to repair wall. ED Snyder said NHA already got estimates from contractor who did garden area outside. Ed searched for matching rocks for the project, found them and they are here. ED Snyder might have a ballard installed, painted yellow, to distinguish the area.

VOTE: AYES/All Present Commissioners (5)

Absent: Fiedorczyk

PUBLIC COMMENTS – General Items

PHYLLIS - #5M – At end of driveway, it is very dark, people can't see division between the two. Is it possible to have some laser lights at end where rocks are, perhaps stuck on utility pole to light up that area? Chairman Bitondo suggested reflectors. Discussion about a motion light on the building, perhaps paint it yellow. Commissioner Crossley has a motion detector, battery operated, at top of her driveway and can be tilted. They have solar ones also.

KATHLEEN – Will they ever put bricks in trash cans outside? ED Snyder: Pavers are in there and they still blew over. Ed will put 50# bags of concrete in there.

CELESTE - #4J – Thank you for all you have done last year and during the holidays. Commissioner Crossley requested they have party same time next year so she can bring the big decorations.

KAREN - #3J – The clock out front can't be read, could it pleased be changed. Chairman Bitondo: Submit a Work Order to the office, you don't need to wait for a meeting. Fill out a Work Order and the problem will be addressed in a timely manner. Rather than a complaint, just submit a Work Order.

ADJOURNMENT

Motion to adjourn the meeting made by Commissioner Vandermaas; 2nd by Commissioner Ricciardo.

VOTE: AYES/All Present Commissioners (5)

Absent: Fiedorczyk

Meeting adjourned at 6:10 P.M.

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber

2

Newton Housing Authority
Agenda Bill List for 2/10/25

<u>Vendor</u>	<u>Amount</u>
1 Brightspeed	\$ 182.42
2 Cash	\$ 270.54 To reimburse Petty Cash Fund
3 Culligan Water	\$ 78.69 11/29/2024
4 Culligan Water	\$ 102.59 1/21/2025
5 Current Elevator Technology, Inc.	\$ 800.00
6 Daikin Comfort Technologies Northeast, Inc.	\$ 32.03
7 Daikin Comfort Technologies Northeast, Inc.	\$ 133.00 Cryo
8 Daikin Comfort Technologies Northeast, Inc.	\$ 266.00 Cryo
9 Ditto Copy Systems	\$ 256.80 Toners
10 Door Jockey, Inc.	\$ 760.50
11 Elizabethtown Gas	\$ 9,305.69
12 Execu-Tech, Inc.	\$ 25,725.09
13 Grainger	\$ 392.57 Safety Sign
14 Grainger	\$ 288.08 Flush Valve
15 Grainger	\$ 65.08 Reflector
16 Home Depot	\$ 1,294.38
17 JCP&L	\$ 4,829.28
18 William Katchen, CPA	\$ 303.50 Fedex
19 LocalIQ	\$ 17.11
20 Mazteck	\$ 1,928.00 New Computer
21 Mazteck	\$ 763.00 Managed Services
22 Nan McKay	\$ 239.00
23 Nature Plus Pest Control Inc	\$ 349.00
24 NJ Advance Media	\$ 29.24
25 Planet Network	\$ 249.95
26 Polcari & Co.	\$ 1,800.00
27 RAMM Environmental Services	\$ 850.00
28 Roto Rooter	\$ 230.00 2K
29 TGM Services	\$ 2,055.00 Water Heater Labor & Material
30 Unified Vox	\$ 95.00

31 Vanguard Cleaning Systems	\$ 550.00
32 Waste Management	\$ 2,161.61
33 Window Repair Systems	\$ 498.00
TOTAL	\$ 56,901.15

3

Executive Director
INTERIM REPORT

January 29, 2025

Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

OFFICE

Annual Recertification of Annual Income

- 2nd Floor recertification paperwork is due on or before Monday, 2/3/25
- 3rd Floor Recertification letter to go out on Wednesday, 1/29/25
 - 3rd Floor paperwork due on or before Monday, 2/10/25

Internship

- Centenary University is advertising for an Intern for the Newton Housing Authority to assist with recertifications and other clerical work

Emergency Response Plan

- Emergency Equipment Room has been set up in the old Verizon Room

The Center for Prevention & Counseling

- On 12/10/24, Liberty Towers received a *Certificate of Appreciation* for being a *Tobacco-Free Champion*
 - Karen will ask Ed to hang in the Community Room with other framed pictures

Roof Replacement

- Damaged wall still needs to be repaired
- The contractor's final payment will be minus wall damage until work is completed
 - The check is delayed due to mix up with Fedex package getting lost
 - All checks had to be VOIDED and reissued
 - Check is delayed again due to check not included in the new Fedex package

Smoking Detection in Apartments

- We used the first smoking detection test kit in 2A. Result was positive for nicotine. Resident was given her 3rd violation. Resident agreed to take a smoking cessation class instead of fine of \$50.00
 - Resident needs to provide proof that class is scheduled and proof of completion of class
- Fined \$50.00 for not taking class-due 12/13/24
- Fine not paid, the resident was in hospital, she is now home
 - Karen spoke to resident 1/29/25 and she will bring check down

VACANCIES AS OF 1/29/25

- No vacancies

MOVE OUT

2/1/25 – 4K – Ed to paint, needs new flooring, cleaning

BUILDING

Exterminator

- Schedule for 2025 was distributed to all residents and posted on bulletin boards and in community room. Services are provided every 3rd Wednesday of each month unless otherwise notified of a change.

Plumbing: RFP

- Bill to do RFP for Plumbing Services
 - Due to a lack of response to RFP for Plumbers in the past, maintenance is meeting plumbers to see if they are interested in submitting a bid.

Plumbing: General

- Several complaints of **no heat** during the period from 1/13/25 through 1/20/25.
 - Note: Temperatures were below freezing, from 30 degrees to -7.
 - Some are valid complaints, and some are invalid
 - 2D – Temperature on outer wall reads 60 F. The apartment is located over the porch area where installation is not good. The tenant was given two portable heaters. Karen checked on her 1/24/25 at Noon and it is 60 F but is comfortable with the heaters and glad the outside temperatures are warming up.
 - 5B – Temperature on wall reads 80 F. Sofa and other furniture blocking the heat from getting into the room. Tenant using a portable heater and had oven on to stay warm.
 - Will look for better insulation during the RAD conversion.
- Water shut off notice was delivered to all residents for 1/21/25 for the repair of the urinal in the Men's Room

BUILDING (Cont'd)

Plumbing: Hot Water Heater

- Hot Water heater had to be replaced on 1/22/2025 due to leak
- The previous hot water heater was installed on 12/7/2021 with a 3 year warranty.
 - Marianne/TGM will investigate a partial credit on this warranty. She received UPS Label today to be able to send back sticker from old unit and file claim.
 - Installment Date: 1/22/2025. Replacement Cost: 18,500.00. There will be additional charges for the labor and any miscellaneous material needed, approximately \$2,000.00.
 - Marianne/TGM offered an additional 2-year warranty for \$1,000.00 that would give us a warranty for 5 years instead of just 3 years.
 - Need approval
 - TGM filing permit for replacement with Newton Building Department
 - Permit fee TBD

Roof Air Handler

- Roof air handler was found frozen on 1/22/25
 - EVCO came on Thursday, 1/23/25 to take pictures of control panel
 - Unit is currently working

Elevator

- Ed installed corner post for protection

RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)

- 1st RAD Resident Meeting held on 10/6/24
- 2nd RAD Resident Meeting held on 11/25/24
- Application was submitted HUD and approved
- CHAP issued by HUD
- Next Phase-preparation of the Financing Plan
- HUD working on Contract Administrator Agreement with Cliffside Park HA
- 3rd RAD Resident Meeting to be held on 1/29/25 at 2 PM
- RFP for RAD Special Legal has been posted. Due date is 2/19/25
- Capital Needs Assessment will need to be revised
 - Meeting scheduled for 1/29/25 at 11:00 AM with Chris Wolverton/HQW
 - List of items given to HQW

RESIDENT ASSOCIATION (RA)

- More residents are showing up to the Resident Association's monthly meetings
- The Resident Association has been extremely instrumental promoting the events provided by Sussex County. The officers and members help set up and clean up as well.
- Bingo is held every Tuesday, Thursday, and Saturday at 6:00 PM
- Puzzle table is always active except when a puzzle is finished, there is a short break
- A bus trip to a casino is being looked into for 2025
- Next meeting 2/20/25 at 4:30 PM. Karen Crossley to attend

RESIDENT ADVISORY SERVICES COMMITTEE

- The meeting has been rescheduled to 2/10/25 at 6:30 PM. All members have confirmed their availability.
 - Need to revise new meeting schedule for 2025
 - Will go over RAD work-items

ACTIVITIES/PROGRAMS/EVENTS

- Sussex County, Division of Health Education
 - On 1/21/2025, a presentation on Glaucoma took place in the Community Room
- Sussex County, Division of Senior Services
 - Mondays, beginning 2/3/25 through 3/24/25 at 1:30 PM – 3:30 PM, "A Matter of Balance" classes will take place in the Community Room
 - Tuesday, 2/4/25 from 11:00 AM – 1:00 PM to do a presentation on the Food Stamp Program
 - A Game Shop Social is scheduled for 3/25/25 from 6:30 PM to 7:30 PM
- A presentation for the gardening community will be presented by Rutgers Master Gardeners on 3/12/25 at 11:00 AM – 12:30 PM in the Community Room
- Town of Newton, Recreation Department will be hosting a Valentine's Ice Cream Social in our Community Room to be held on Thursday, 2/13/25 at 3:30 PM to 5:00 PM. Aside from Liberty Tower's residents, outside Seniors are invited as well. There is a sign-up sheet for Liberty Towers Residents on the bulletin board next to the mailboxes. All other Seniors must RSVP to the Newton Recreation Department.
 - On 1/27/25 at 4:30 PM, a meeting with the Newton Recreation Department was attended by Karen Crossley (serves on Newton Recreation Board), Pat (last name), Danielle Finkle, Newton Recreation Coordinator, Lisa Qarmout (Tech Support), All Resident Association Officers, were present: Anne Wills, Joyce Franklin, Marilyn Miller, and Mark Superti, and from the office, Karen Colello, and from Mary Ann Carlson, Resident Commissioner
 - The main purpose of this meeting was to have staff from the Newton Recreation Department and the Resident Association Officers meet and see our Community Room to plan how they will set up for the Ice Cream Social.
 - Also, there were discussions regarding the program "Prime Time" which is for Seniors that reside in Sussex County. In summary, *how could we combine efforts to better serve our Seniors and enhance the program. For example, meetings are currently held at the Newton Fire House, we could have some meetings at Liberty Towers in the Community Room*
 - Another area of discussion was providing tech support for Seniors
 - Karen Colello gave Lisa Qarmout some dates in February and March to

provide tech support in the Community Room starting with Seniors who need help with their iPhones. Waiting for Lisa to confirm dates.

- Other dates will be decided on for those with Android phones and tech support for laptop usage as well.

4

RAD RESIDENT MEETING

1/29/25

NEWTON HOUSING AUTHORITY

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Why RAD?



- The Problem
 - The Newton Housing Authority received very little funding under HUD's Capital Fund Program (CFG). The annual allocation is not enough to be able to rehabilitate the building which is needed.
- What is RAD?
 - Rental Assistance Demonstration
 - RAD was created in 2011 to preserve this critical stock of affordable housing.
 - Public housing authorities around the country have used RAD to preserve and improve public housing by "converting" properties to a long-term Project-Based Section 8 contract
 - Property changes might include:
 - Property renovation with minimal disruption (i.e. residents remain in their units)
 - Major property renovation which may include temporary relocation
 - Demolition of property which would require permanent relocation for residents to another affordable housing property
 - No rehab of property at time of conversion

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RAD Core Principles

RAD is designed to secure the long-term affordability of converting properties

- Long-term Section 8 HAP contract ensures residents pay an affordable rent and must be renewed at each expiration
- RAD Use Agreement recorded on land
- Capital Needs Assessment performed upfront to ensure current and future repairs can be supported
- One-for-one replacement of deeply affordable units (with de minimis exception)

Properties converted under RAD must be owned or controlled by a public or non-profit owner

- In most RAD conversions, the PHA continues to own the property directly or through an affiliate
- When Low-Income Housing Tax Credits are used, the ownership changes but a public or non-profit must retain control

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RAD Core Principles

Ensure current residents benefit from the conversion

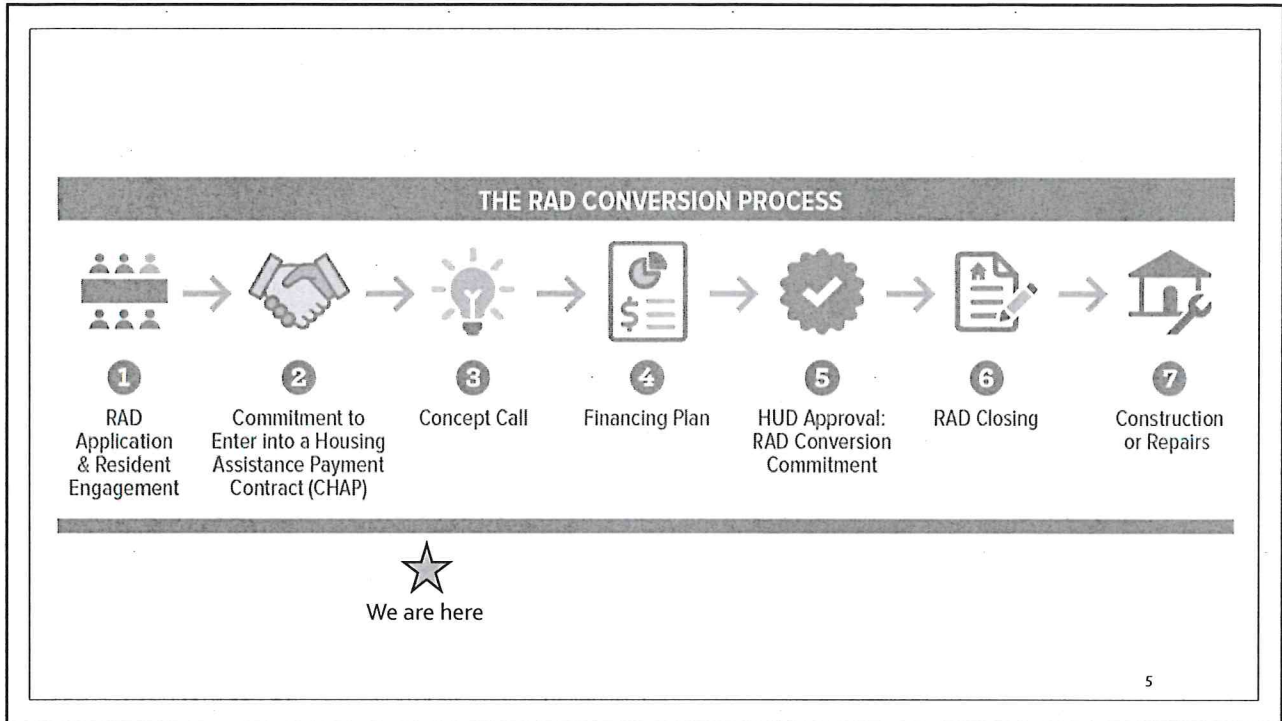
- Resident meetings and notices
- Right to Remain in or return to the property
- No Rescreening as a result of RAD
- Relocation assistance

Retain and Strengthen Resident Rights

- Ongoing right to organize and resident participation funding
- Carry over public housing procedural rights regarding grievance and termination
- "Choice-mobility" option to request a tenant-based voucher

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6

Resident Meetings



The public housing authority must meet with residents of the property multiple times prior to conversion



Prior to applying to HUD, the PHA must meet hold at least two resident meetings



Prior to submitting a Financing Plan, the PHA must meet with residents at least two more times



The purpose of the meetings is to provide you information on the proposal, to collect feedback from residents, and to respond to your questions.

7

Resident Notices

- Prior to applying to HUD, the PHA must provided notices to residents:
 - RAD Information Notice, providing you an overview of RAD and your rights
 - “General Information Notice” alerting you that you would have the right to relocation assistance if temporary relocation is needed
- After HUD approves, the Financing Plan, the PHA must send a notice to all residents
- Prior to beginning any relocation, each resident must receive advanced notice of relocation

8

8

PHA Plan



Participation in RAD requires a significant amendment to the PHA Plan



The PHA Plan must include a description of the conversion and changes that are proposed



Amending the PHA Plan requires consultation with the Resident Advisory Board and a public hearing and inviting comment around the Plan

9



10



RESIDENT RIGHTS

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Right to Remain and Right of Return

Most conversions do not involve relocation → Residents will remain in place and cannot be rescreened when admitted into the Section 8 program

When relocation is necessary → Residents have a right of return to a unit in the project

No resident may be permanently, involuntarily displaced

12

12

No Rescreening

A conversion under RAD cannot be the basis for an eviction or loss of rental assistance

- Residents may not be rescreened as a result of the RAD conversion. This includes screening for income, criminal background, and credit.
- Following conversion, residents will be protected by standard Section 8 requirements related to tenancy.

13

13

Relocation

Where relocation is necessary, PHAs must provide residents with:

- Resident notices
- Moving assistance
- Benefits and assistance per the "Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA)"

Relocation cannot begin until HUD approves the Financing Plan and issues the RAD Conversion Commitment (RCC).

PHAs should maintain a resident log for all impacted residents, which should be provided to HUD upon request.

14

14

Alternative Housing Options

To maximize resident choice, PHAs may offer alternative housing options, such as vouchers, homeownership opportunities, etc.

Residents can voluntarily decline their right to return. Written consent by resident must be:

- **Informed** – written notification with counseling
- **Voluntary** – cannot be pressured and must be provided at least 30 days to decide
- **Documented** – retain evidence of notices, counseling, and resident's decision

15

15

Post-Conversion Resident Rents

Resident rents remain affordable after conversion

Under the Section 8 programs, residents pay 30% of their adjusted gross income in rent. This is mostly true for public housing residents except those paying a "flat rent."

If tenant rent would increase by more than the greater of 10% or \$25 per month, the rent increase will be phased in over 3 or 5 years.

16

16

Resident Self-Sufficiency Programs

Residents can continue to participate in self-sufficiency programs the PHA may be operating, including:

- **Family Self-Sufficiency (FSS).** Will continue at least through current grant period.
- **Resident Opportunities for Self-Sufficiency (ROSS).** Will continue through current grant period.
- **Earned Income Disregard (EID).** Enrolled residents can continue to benefit.
- **Jobs Plus.** Residents enrolled in the EID component of Jobs Plus will continue to be eligible post-conversion. All residents can continue to utilize services created as a result of the program.

17

17

Resident Procedural Rights

- Resident organizing rights (24 CFR Part 245) safeguard:
 - Formation of resident organizations
 - Organizing activities
 - Meeting space
 - Resident organizers
 - Canvassing
- Resident participation funding (\$25 per unit per year)
- Grievance and termination procedures consistent with public housing requirements
- Rights must be incorporated into resident lease

18

18

Choice-Mobility

Following conversion, residents may request a tenant-based voucher after a period of residency at the converted property ("choice-mobility"), except for certain conversions where the PHA does not have a voucher program.

This is a voluntary option for RAD residents that is not available to Public Housing residents.

Prior to closing, the PHA must notify residents of opportunities and procedures to exercise the choice-mobility option.

- > For PBV, the resident may request a voucher after one year of residency.
- > For PBRA, the resident may request a voucher after two years of residency and the PHA/owner may adopt certain other limitations on use. In some cases, HUD may approve a good-cause exemption.

This right must be included in the lease.

19

19

Recommendations

01

Review Notices for information about the RAD process

02

Attend Resident Meetings

03

Ask questions

04

Request clarification or more information before signing documents

05

Indicate if you need additional assistance

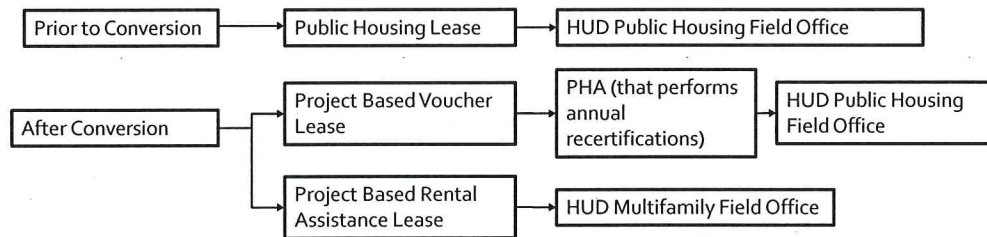
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Questions/Issues?

Typically, the best place to start when you have questions or issues related to the RAD conversion is to discuss with your property manager or Owner/PHA.

For additional assistance, see below.



- Public Housing Field Offices: www.hud.gov/program_offices/public_indian_housing/about/field_office
- Multifamily Field Offices: www.hud.gov/program_offices/housing/mfh/hsgmfbus/about/subspcs

21

21

Current Status of Conversion

- 2 Resident Meetings Conducted
- RAD Application submitted
- CHAP Issued (application approved)
- 3rd Resident Meeting (Prior HUD Call)
- HUD Concept Call
- 4th Resident Meeting (Prior to Financing Plan Submission)
- Financing Plan Submitted by 9/13/25
 - Capital Needs Assessment-CNA
- RCC Issued
- RAD Closing (Early 2026)
- Rehabilitation to Start (18 months to Complete)

22

Thank You and Questions

For more information visit: www.hud.gov/rad
Contact: (insert property manager/PHA contact info)
rad@hud.gov

Join the [RAD LISTSERV](#) for periodic news and updates
(link available at the bottom right of the
www.hud.gov/rad webpage)

23