

# NEWTON HOUSING AUTHORITY

## AGENDA

### Regular Meeting

**Date: Monday, April 14, 2025**

**Time: 5:15 PM**

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

#### 1. CALL TO ORDER

#### 2. ROLL CALL

		<b>Term of Office</b>
<b>Chairperson:</b>	Richard Bitondo	5/1/24-4/30/29
<b>Vice-Chairman:</b>	Karen Crossley	5/1/22-4/30/27
<b>Commissioners:</b>	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 March 17th, 2025, Meeting

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. RESOLUTIONS**

**RESOLUTION #2025-13  
(Approval of Bill List for April 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 April 2025 meeting in the amount of \$127,561.95 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 #2025-14  
(Indemnification Policy)**

WHEREAS, the Newton Housing Authority has previously adopted indemnification resolutions for both civil and criminal issues that both employees and commissioners may face in performing their duties at the Newton Housing Authority; and

**WHEREAS**, the Board of Commissioners has determined that they would like to make the resolutions into a permanent policy which would eliminate the need to adopt resolutions on an annual basis and to ensure that Commissioners/Employees have indemnification for issues covered in the Indemnification policy; and

**WHEREAS**, the Executive Director had drafted an “Indemnification Policy” at the direction of the Board of Commissioners; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that the attached “Indemnification Policy” is hereby approved; and

**BE IT FURTHER RESOLVED** that the Indemnification Policy shall remain in effect until revised by the Board of Commissioners.

**RESOLUTION #2025-15  
(Rejection of HVAC/PLUMBING Bids)**

**WHEREAS**, the Newton Housing Authority (NHA) has advertised for public bids for HVAC/Plumbing maintenance & repair in accordance with the New Jersey Local Public Contract Law; and

**WHEREAS**, the NHA received 2 public bids and one non-responsive quotation for HVAC/Plumbing maintenance & repair which were received on April 9<sup>th</sup>, 2025; and

**WHEREAS**, the Executive Director had completed a cost and price analysis of its existing contract with the 2 responsive bids received and determined that the bids were substantially higher than the current contract amount and non-responsive quotation; and

**WHEREAS**, the New Jersey Local Public Contract Law allows the Housing Authority to rebid bids where they are not responsible as to price which has been determined by the Executive Director per his analysis; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioners of the Newton Housing Authority that the bids received on April 9<sup>th</sup>, 2025 for the HVAC/Plumbing maintenance & repair be hereby rejected; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to rebid the HVAC/Plumbing contract at the earliest possible date.

**RESOLUTION #2025-15  
(Elevator Repair-Emergency Contract Award)**

**WHEREAS**, the Newton Housing Authority is responsible for managing and maintaining 80 units of senior, disabled and handicapped units at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

**WHEREAS**, Liberty Towers experienced the shutdown of both elevators on Monday, April 14, 2025 as a result of the failure of the processor in the control panel; and

**WHEREAS**, it has been determined that the processor, control panels and peripheral devices need to be replaced to avoid a total shutdown of the elevators and a potential evacuation of the elderly, disabled and handicapped tenants; and

**WHEREAS**, the State of New Jersey, under Title 40A:11-6 (Emergency Contracts) allows a public body to award or negotiate a contract, without public bidding when an emergency affects public health, safety, or welfare; and

**WHEREAS**, the failure of the processor could not have been foreseen by the Housing Authority; and

**WHEREAS**, this elevator failure has been reduced to writing in a Memorandum to the Building and Grounds Committee and circulated to the Board of Commissioners for their information and consideration as an emergency purchase; and

**WHEREAS**, the Newton Housing Authority has an existing contract with Current Elevator Technology of Milford, New Jersey who has been maintaining the elevators and has the necessary expertise to make the necessary repairs; **NOW THEREFORE**

**BE IT RESOLVED** by the Board of Commissioner of the Newton Housing Authority that the repair of the elevators is hereby considered an emergency due to the impact on the building's occupants and that the contract with Current Elevator Technology be hereby amended to include the replacement of the elevator processor, control panels and related devices; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized to take the necessary actions to eliminate the emergency and to ensure the prompt and efficient repair of the elevators.

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

**Attachments:**

- 1) **3/17/25 Meeting Minutes**
- 2) **April Bill List**
- 3) **Report from the Executive Director**
- 4) **HVAC/Plumbing Bid Analysis**
- 5) **Indemnification Policy**