

NEWTON HOUSING AUTHORITY
AGENDA
Regular Meeting

Date: Monday, May 12, 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

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 damage 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 April 14, 2025, Meeting

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

The following Resolution was read:

**RESOLUTION #2025-17
(Acceptance of J. Ricciardo Resignation)**

WHEREAS, the New Jersey Housing & Redevelopment Law provides that every Housing Authority has a seven (7) member Board of Commissioners that serve a term of five (5) years; and

WHEREAS, the Town of Newton appointed Joseph Ricciardo to serve as a Commissioner in accordance with the requirements as stipulated in N. J. S. A. 40A:12A-1 et seq. ; and

WHEREAS, Joseph Ricciardo submitted a letter of resignation on April 16th, 2025, indicating that he was unable to continue as a Commissioner due to other obligations; and

WHEREAS, Joseph Ricciardo has diligently served in his capacity as a Commissioner with honor and dignity; and

WHEREAS, the Newton Housing Authority would like to recognize Joseph Ricciardo' s resignation and support his decision to prioritize his obligations; **NOW THEREFORE**

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that Joseph Ricciardo' s letter of resignation is hereby accepted with regret and with best wishes in all future endeavors; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to notify Joseph Ricciardo as to the acceptance of his resignation.

The following Resolution was read:

RESOLUTION #2025-18
(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 May 2025 meeting in the amount of \$96,616.64 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.

The following Resolution was read:

RESOLUTION #2025-19
(Renewal of Executive Director Contract)

WHEREAS, the Newton Housing Authority has a need for Executive Director/Management Services to comply with state law and maintain/manage Liberty Towers, 32 Liberty Street, Newton, New Jersey; 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 (RFP) that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received one (1) proposal, on March 11th, 2024, in response to its duly published Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Chairperson & Vice Chairperson who have deemed that the proposal has been submitted in accordance with the requirements of the RFP; and

WHEREAS, the Newton Housing Authority awarded the contract to Execu-Tech based upon their submission and past experience in running the Housing Authority; and

WHEREAS, the contract provided for a one (1) year term with a one (1) year renewal with the approval of the Board of Commissioners; and

WHEREAS. The Board of Commissioners desires to renew the contract for one additional term subject to the original terms and conditions as stipulated in the contract and in the amount of \$256,581.00 annually;

NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for Executive Director/Management Services, with Execu-Tech Inc., 20 Marin Lane, Manahawkin, NJ is hereby renewed for 1 (one) additional year with the term of 6/1/25 to 5/31/26.

BE IT FURTHER RESOLVED that the Chairperson is authorized to execute all documents necessary to effectuate this contract.

The following resolution was read:

RESOLUTION #2025-20
(Elevator Repair-Emergency)

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; and

WHEREAS, the Board of Commissioners approved the emergency repair in the amount of up to \$150,000.00 at the April 14th meeting of the Board; and

WHEREAS, Current Elevator has subsequently notified the Housing Authority that the equipment has been repriced in the amount of \$189,900.00 per the final approved agreement; **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 in the amount of \$189,900.00; 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.

RESOLUTION #2025-21

(Establishment of electronic fund transfer procedures)

WHEREAS, the State of New Jersey has established procedures for making electronic fund transfers for the payment of invoices as per New Jersey Local Finance Notice 2018-13; and

WHEREAS, the Newton Housing Authority has been making vendor payments via paper checks on a monthly basis, after approval by the Board of Commissioners after its monthly meetings; and

WHEREAS, it is a more efficient and safe procedure to make payments electronically via the banking systems Automatic Clearing House (ACH); and

WHEREAS, the Newton Housing Authority is subject to the requirements of the Local Fiscal Affairs Law (N. J. S. A. 40A:5-1 et seq.) which requires that

any change in existing policies and procedures concerning payments be made in writing by resolution of the Board of Commissioners; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the attached Electronic Funds Transfer (ETF) Procedure be hereby adopted and followed by the Housing Authority upon enrollment of existing vendors.

11. PUBLIC COMMENTS–General Items

12. EXECUTIVE SESSION (if necessary)

13. ADJOURNMENT

Attachments:

- 1) 4/14/25 Meeting Minutes
- 2) May Bill List
- 3) Report from the Executive Director
- 4) 3/31/25 Financial Report
- 5) Joseph Ricciardo Letter of Resignation
- 6) Current Elevator Proposal
- 7) Utility Penalty Letter–Town of Newton

