

# **NEWTON HOUSING AUTHORITY**

## **AGENDA**

### **Regular Meeting**

**Date: Monday, September 8th, 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	5/1/25-4/30/30
	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 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 August 11, 2025, Meeting

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. RESOLUTIONS**

**RESOLUTION #2025-30  
(Approval of Bill List for September 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 September 2025 meeting in the amount of \$53,214.94 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 #2025-31**  
**Introduction of 2026 Budget**

**FISCAL YEAR: January 01, 2026 to DECEMBER 31, 2026**

WHEREAS, the Annual Budget for Newton Housing Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 has been presented before the governing body of the Newton Housing Authority at its open public meeting of September 8<sup>th</sup>, 2025; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$759,500.00, Total Appropriations including any Accumulated Deficit, if any, of \$695,050.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$125,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority, at an open public meeting held on September 8, 2025 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Newton Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on November 10, 2025.

**11. PUBLIC COMMENTS-General Items**

**12. EXECUTIVE SESSION (if necessary)**

**13. ADJOURNMENT**

**Attachments:**

- 1) 8/11/25 Meeting Minutes**
- 2) September Bill List**
- 3) Report from the Executive Director**
- 4) 2026 Budget**



NEWTON HOUSING AUTHORITY  
32 Liberty Street  
Newton, New Jersey

AUGUST 11, 2025

(This is a condensed version of the taped minutes of a  
Regularly Scheduled Meeting.)

Chairman Richard Bitondo called the meeting to order at 5:19 P.M.

**ROLL CALL:**

Chairman Richard Bitondo  
Commissioner Mary Ann Carlson  
Commissioner Mark Fiedorczyk  
Commissioner Wendy Vandermaas

Absent: Commissioner Karen Crossley

ALSO PRESENT: Executive Director William Snyder  
Deborah Alvarez, Secretary

**FLAG SALUTE**

**OPEN PUBLIC MEETINGS ACT**

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11 August 2025

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## **EXECUTIVE DIRECTOR'S REPORT – ED WILLIAM SNYDER**

Currently there are no vacancies; no one has given notice as well.

Laundry Room: Last month dryer #1 was out and now fixed.

Notice will go out regarding air-conditioner removal. They are put in during the Spring; taken out in the Fall, starting sometime in September.

Elevator has been under contract to replace controllers. Tools finally delivered today; most of the parts are here and scheduled to start soon. When that happens, a notice will go out regarding one elevator being down. One will be repaired, when that is back in service, the other one will get new controller and processor.

It was brought to our attention that 2 catch basins were collapsing. Contractor hired to fix and that is all done; no more concerns about being dangerous. An additional catch basin was installed by the garbage area to get water out of that area. When parking lots are done, they will be milled and catch basins reset.

In June, some tenants indicated that tree branches from neighbor's property were coming down. NHA reached out to him, he said it was fine to cut them. Contacted Palmer Landscaping to cut down the branches. Work was done.

RAD Program (Rental Assistance Demonstration Program) which we are using to renovate this building – meetings held with architect and in final stages of Capital Needs Assessment. Unfortunately, when first contract was awarded during streamline conversion, we did a Change Order for them to do upgraded capital needs assessment. Part of that was not the energy audit that needs to be done and HQW says they don't do that. I'm working with them for another firm that I know to work for them, additional expense, but no price yet to do energy audit or RFP to get those services as HUD will be needing that.

We need a Rent Comparability Study to show when HUD sets our new rents under this program that rents are comparable with similar units in the area. HUD office in Newark sent an email Friday saying that they will look at our agreement with Cliffside Park this Wednesday. They will get back to me. This has been going on for months, but at least she responded back to me that something is going to be done.

11 August 2025



So residents know as part of the RAD conversion, HUD requires we do radon testing in the building, which has been done. We have the report for submission to HUD. No findings; there is no radon in building. Nothing to worry about.

Capital Needs Assessment, FYI, that program requires that we have a Reserve for Repair and Replacement. When we convert, we have to convert money in that account, based upon that assessment that shows how much work we have to do now and for next 20 years. There is an additional deposit and annually, there's a deposit into it. For example, Year 10 we have to replace a roof – that money will be in there that we can draw on it. Report came out that NHA has to make initial deposit into that account of \$2.5 million. Annually, we have to put in \$24,000. Initial report shows Critical Repairs as it's handicapped related of \$50,000. Only items in there are replacement of these 2 doors here with automatic doors as it provides handicap accessibility and then there is non-critical work, which will be done immediately for over \$400,000. That work entails: redoing front of building, traffic direction, re-asphalting, replacing whatever sidewalks that need replacement and re-milling all parking lots including work in back, additional spaces, taking care of drainage, etc. I'll send a copy of the report to Commissioners. Balance of the work is in the **out years**. I'm working with architect so we do minimal amount of work up front, because once we close, then HUD is out of the equation, then we can go back and we'll get proposals for financing. We are not doing any work immediately; \$2.5 million has to be borrowed as we don't have that money for out years to make capital repairs. Our CPA is working on this to see how much we can actually borrow, based upon HUD rents. Rents have been increased from last time I told you, and at that time they said we could borrow about \$5.5 million. This time it says \$6.5 million.

Resident Association – there was a 4<sup>th</sup> of July BBG; received great feedback and RA did a great job. Because of the vending machine proceeds, there was no charge to anyone.

I received a reimbursement for Wii Game I purchased that Ann Wills wanted. It has been installed and residents got together and installed it; being used. RA agreed to pay half. It was a refurbished machine, working well. Their share was about \$89.

Next RA meeting is in 2 days – August 13<sup>th</sup>. We will be meeting after this meeting with the Resident Services Advisory Committee. Karen will be here to take minutes.

August 5<sup>th</sup> there was Coffee with a Cop. An officer came and talked about fraud and there were handouts as well; an excellent presentation. Group was told do not talk to anyone on the phone because of this new **artificial intelligence**. They record your voice, call you back with the voice of your grandchild asking for help.

Newton Recreation: On the 21<sup>st</sup> they are having a Senior Appreciation Day. They request a sign up sheet. If we have enough people, the bus will come here and pick everyone up.

Chairman Bitondo added on the fraud front. Even if you get what looks like an innocuous text message from NJ Motor Vehicle Commission or UPS or EZ Pass, they're fraud. They are looking for you to open up the link, get your credit card information.

11 August 2025

**PUBLIC COMMENTS – AGENDA ITEMS – no questions at this time**

**APPROVAL OF MINUTES OF JUNE 9, 2025**

Motion to approve minutes made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)                      Excused: Crossley

**OLD BUSINESS** – nothing at this time

**NEW BUSINESS** – nothing at this time

**RESOLUTIONS #2025-26 THROUGH #2025-29**

1. RESOLUTION #2025-26 – APPROVAL OF BILL LIST FOR JULY 2025 MEETING

Motion to approve payment of July 2025 bills in amount of \$60,371.86 made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)                      Excused: Crossley

2. RESOLUTION #2025-27 – APPROVAL OF BILL LIST FOR AUGUST 2025 MEETING

Motion to approve payment of August bills in the amount of \$84,523.32 made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Vandermaas.

Chairman Bitondo: The \$42,000 plus check to Kurt (ph.) Elevator is being held until they commence work.

VOTE: AYES/All Present Commissioners (4)                      Excused: Crossley

3. RESOLUTION #2025-28 REVISED – AUTHORIZATION TO SOLICIT FOR BIDS & PROPOSALS

Revision omits under Proposal "legal" because in next resolution, the renewal of NHA legal services contract appears.

Motion to approve "revised" Resolution #2025-28 made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)                      Excused: Crossley

4. RESOLUTION #2025-29 – RENEWAL OF LEGAL & ACCOUNTING CONTRACTS

11 August 2025



Motion to approve Breslin & Breslin for legal services and Policari & Company for accounting services made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Excused: Crossley

Commissioner Fiedorczyk asked if auditing is separate from accounting? ED Snyder: Yes.

### **PUBLIC COMMENTS – GENERAL ITEMS**

CATHERINE – #4R – There is a mouse in her apartment. ED Snyder: The exterminator is coming tomorrow to check it out.

ANN WILLS - #5N – The elevators – there is a gap. Will that gap be fixed also? Wheels of walker get stuck in the gap. ED Snyder: Yes, that is part of the process.

KATHLEEN – #2L – Could the clock in the laundry room be replaced? It is broken. We like to know when our laundry is done. ED Snyder: No one has mentioned it to the office or him.

PHYLLIS - #5M – There is a gray terrine outside with no flowers in it; the exterior is “sad”. Is it possible to remove it? The dog waste container is not being used; the dog owners are not allowed to use it, so what good is it? It is all wrapped up with saran wrap. ED Snyder: I’ll check it out. Pooper scooper no longer used. A VOICE: No, we use bags now.

KATHLEEN - #2L – Vents blow hot air in the summer and cold air in the winter into the hallways. Vent was fixed not too long ago. Chairman Bitondo: Unfortunately, NHA has to balance the air in the building – balancing with outside air. ED Snyder: I think in winter we have a heater on it now, it wasn’t working before.

JACQUELINE – #4C – The front porch door where you use a key to get back in closes too fast. It came down on her foot, and have a bruise and fracture. It does not give you a chance to get in with your cart. It closes on you. Chairman Bitondo: Thank you for telling us that, but why did you not bring that to the office’s attention earlier? Jacqueline: I waited for the Commissioners’ meeting. Chairman Bitondo: When something like that happens, don’t wait as someone else could also get hurt. It needs to be shared immediately. Jacqueline: I waited 3 weeks to get an appointment with the foot doctor.

### **ADJOURNMENT**

Motion to adjourn made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Excused: Crossley

**MEETING ADJOURNED**

11 August 2025

**Newton Housing Authority**  
**Agenda Bill List for 9/8/25**

<u>Vendor</u>	<u>Amount</u>	<u>9/1/25-11/30/24</u>
1 ABCode Security	\$ 135.00	Est
2 Brightspeed	\$ 183.00	Salt Delivery
3 Culligan Water	\$ 78.69	
4 Current Elevator Technology, Inc.	\$ 800.00	
5 Daikin Comfort Technologies Northeast	\$ 68.64	12 Filters
6 Elizabethtown Gas	\$ 1,132.35	Est
7 Execu-Tech, Inc.	\$ 22,598.07	
8 Ferguson	\$ 1,260.00	2 Refrigerators
9 Home Depot	\$ 1,137.36	
10 HQW Architects	\$ 1,625.00	
11 Jersey Central Power & Light	\$ 8,618.18	
12 Mazteck, Inc.	\$ 763.00	
13 Nature Plus Pest Control Inc	\$ 599.00	\$250.00 Nest Removal
14 Newton Water & Sewer Utility	\$ 8,422.06	May - June
15 Palmer Services	\$ 440.00	
16 Petty Cash	\$ 274.22	
17 Planet Network	\$ 270.00	Est
18 Polcari & Co.	\$ 1,800.00	
19 Unified Vox	\$ 95.00	Est
20 Vanguard Cleaning Systems	\$ 550.00	
21 Waste Management	\$ 2,213.57	
22 William Katchen	\$ 151.80	
<b>TOTAL</b>	<b>\$ 53,214.94</b>	

***Executive Director  
INTERIM REPORT***

***August 20, 2025***

***Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860***



## **OFFICE**

### **Audit**

- Audit for FY Ending 12/31/24 is scheduled for 9/9/25 at 9:00 AM

### **Certificates of Insurance**

- Contact all vendors for updated certificates of insurance to have on file
  - Sent email to Waste Management – 7/22/25 Rec.
  - Sent emails to HQW – 6/25/25, 7/1/25 O/S

### **Contract Register**

- RFPs for contracts ending 12/31/25 or before need to be bid. Requests for bids and proposal have been prepared and advertised for receipt on 10/8/25
  1. Snowplowing
  2. Auditing
  3. Elevator
  4. Flooring
  5. Waste/Recycling
  6. IT Services
  7. Painting
  8. Exterminating
  9. Landscaping
  10. Elevator Maintenance

### **VACANCIES AS OF 8/20/25**

- None

### **MOVE OUTS AS OF 8/20/25**

- No move out notifications received

## **BUILDING**

### **A/C Units**

- Removal of A/C Units for those paid through 8/31/25, to be scheduled for removal 1<sup>st</sup> week of September
  - Total 5
- Removal of A/C Units for those paid through 9/30/25, to be scheduled for removal beginning Wednesday, 10/1/25
  - Total 31
- Removal of A/C Units for those paid through 10/31/25, to be scheduled for removal beginning Wednesday, 11/3/25
  - Total 8
- Removal of A/C Unit for 5C to be scheduled for removal week of 12/1/2025
- Removal of A/C Unit for 3T to be scheduled for removal week of 1/1/2026

### **Plumbing: General**

- Maintenance replacing damaged piping (domestic & waste) as leaks are appearing
  - Should be addressed through the RAD conversion

### **Plumbing: Heat**

- 8/18/25 TGM replaced valves and bushings

### **Roof Air-Handler**

- Preventative Maintenance-7/22/25 replaced filters (12) with new

### **Laundry Room**

- Purchase new clock
  - New clock has been replaced and hung

## **Building (Cont'd)**

### **Elevator**

- The initial estimate approved by the board was \$155,000
  - 4/21/25 Maintenance followed up with Current Elevator and price was increased to \$185,000 (discussed at the 5/12/25 board meeting and approved)
- Final proposal as follows:
  - Cost \$189,900.00
  - Deposit \$47,475.00 (5/12/25 bill list)
- Update as of 6/24/25, email from Tammy of Current Elevator
  - All materials are ordered; drawings are completed and approved, now in manufacturing
  - Work is projected to begin as soon as the parts come in August
  - Container was delivered and placed in back area of resident parking lot
  - Work to begin 8/11/25 was delayed to 8/18/25, rescheduled to 8/25/25, and currently rescheduled to 9/2/25
    - David O'Connor is the Project Manager
    - Bill Snyder met with Current Elevator and informed them that he expects them on site 9/2 and no more payment would be made until after the work commences. A check is currently being held.
    - Mr. Snyder inspected the on-site trailer and verified that all equipment is on site and ready for the install.

### **Windows**

All first-floor windows were cleaned by maintenance on 8/19/25

### **Resident Garden**

- It was very successful with all plots being used by the residents.

## **RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)**

- 1<sup>st</sup> RAD Resident Meeting held on 10/6/24
- 2<sup>nd</sup> 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
- 3<sup>rd</sup> RAD Resident Meeting held on 1/29/25 at 2 PM
- Special Legal Services has been awarded
  - Awarded to DeCotiis
  - Received signed agreement
- Capital Needs Assessment being revised
  - Meeting with HQW held on 5/7/25 to get info on when the CNA will be done
  - 5/28/25 Received email from Chris Wolverman/HQW stating that report is being worked on today.
  - ED has been meeting with HQW to finalize report-expected by 7/31/25
  - CNA is complete and ready for uploading
  - An energy component to the CNA must be completed.



### **Radon Testing-Required by RAD**

- Completed and Passed

### **RESIDENT ASSOCIATION (RA)**

- A 2nd Pool Tournament was held on 7/20/25.
- A Meditation Class will be conducted by a resident – date to be determined
- A Wii Game and controls were purchased for the Community Room
  - Residents are enjoying the games
- Labor Day BBQ is scheduled for Saturday, August 30, 2025 at 12:30 PM
  - Flyers are posted
  - Sign-up sheet is on bulletin board next to mailboxes
- The monthly Resident Association Meeting was held on 8/14/25
- The next Resident Association Meeting is TBD

### **RESIDENT ADVISORY SERVICES COMMITTEE**

- Meeting was held on 8/11/25 at 6:30 PM
- Next meeting is scheduled for 12/8/25 at 6:30 PM
  - Need Minutes from last meeting
  - Prepare Agenda

### **ACTIVITIES/EVENTS**

#### **Sussex County, Division of Health Education**

- Coffee with a Cop will be held on 8/5/25 from 11:00 AM to 12:00 PM in the Community Room. Staff from the Sussex County Prosecutors office will be hosting the event. Discussion revolved around what to do if you are a victim of fraud. Unfortunately, there was a low turn-out of residents. The contents of the presentations delivered were of great benefit. We will plan this event again (2026) but in the afternoon when residents are more likely to be available.
- Planned For 2026
  - Coffee with a Cop – date to be determined
  - Move & Groove Classes 2/10/26 – 3/17/26 – 1:30 PM – 2:00 PM (Tues)
  - Move & Groove Classes 9/14/25 – 10/19/26 – 11:00 PM – 11:30 PM (Mon)
  - Walk With East 5/4/26 – 6/24/26 – 1:30 PM – 2:30 PM (Mon and Thurs)

#### **Newton Recreation and Senior Services**

- A flyer of “Happenings” was provided and has been posted on the bulletin boards and in the Community Room
- Tech support for seniors will resume in September. Dates and times TBD
- Senior Appreciation Day will be held on 8/21/25 from 12:00 PM to 2:00 PM at Newton Town Pool