

# **NEWTON HOUSING AUTHORITY**

## **AGENDA**

### **Regular Meeting**

**Date: Monday, October 20th, 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 September 8th, 2025, Meeting

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. RESOLUTIONS**

**RESOLUTION #2025-34**

**(Approval of Bill List for October 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 October 2025 meeting in the amount of \$126,455.38 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 #2025-35**

### **(Adoption of 2026 Budget)**

**FISCAL YEAR: January 1, 2026, to December 31, 2026**

WHEREAS, the Annual Budget and Capital Budget Program for the Newton Housing Authority for the fiscal year beginning January 1, 2026, and ending December 31, 2026, has been presented for adoption before the governing body of the Newton Housing Authority at its open public meeting of October 20, 2025; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services, and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$759,500.00, Total Appropriations, including any accumulated Deficit, if any, of \$695,050.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$125,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority at an open public meeting held on the Annual Budget and Capital Budget Program of the Newton Housing Authority for the fiscal year beginning January 1, 2026, and ending December 31, 2026, is hereby adopted and shall constitute appropriations for the purposes stated, and

BE IT FURTHER RESOLVED that the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced budget, including all amendments, thereto, if any, which have been approved by the Director of the Division of Local Government Services

## **RESOLUTION #2025-36**

### **(Approval of Contract for Energy Audit)**

WHEREAS, the Newton Housing Authority has a need for an energy audit as part of the Capital Needs Assessment (CNA) prepared for participation in the Rental Assistance Demonstration Program (RAD); 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, by 10/15/25, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed and rated the proposals and has determined that the contract should be awarded to the company with the lowest priced proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for an energy audit be hereby awarded to the highest rated proposal:

AEI  
4009 Fitzhugh Avenue  
Richmond, VA 23239

In the amount of \$4,950.00; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

## **RESOLUTION #2025-37**

### **(Approval to Issue RFP for Automatic Doors)**

WHEREAS, the Newton Housing Authority has a need for installing automatic entry doors in the community room per the Capital Needs Assessment (CNA) prepared for participation in the Rental Assistance Demonstration Program (RAD); and

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

WHEREAS, the installation of the automatic doors must be installed prior to closing on the RAD Program; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that Executive Director is authorized to prepare and issue a Request for Proposals (RFP) for the installation of automatic doors in the Community Room at Liberty Towers.

## **RESOLUTION #2025-38**

### **(Elevator Maintenance Contract Award)**

WHEREAS, the Newton Housing Authority solicited public proposals (RFP) for the maintenance of the elevators at Liberty Towers, 32 Liberty Street, Newton New Jersey; and

WHEREAS, the Housing Authority received one (1) proposal in response to its duly advertised Request for Bids which was received on Wednesday, October 8th, 2025; and

WHEREAS, the proposal was reviewed by the Executive Director who determined that the contract should be awarded to the lowest responsible bidder per the requirements of the New Jersey Local Public Contracts Law; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for the elevator maintenance at Liberty Towers be awarded to:

Current Elevator  
P.O. Box 246  
Milford, PA 18337

In the amounts of:

2026-\$798.00 per month and \$9,576.00 annually.  
2027-\$798.00 per month and \$9,576.00 annually; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

## **RESOLUTION #2025-39**

### **(Exterminating Services Contract Award)**

WHEREAS, the Newton Housing Authority solicited public proposals (RFP) for exterminating services at Liberty Towers, 32 Liberty Street, Newton New Jersey; and

WHEREAS, the Housing Authority received four (4) proposals in response to its duly advertised Request for Proposals which was received on Wednesday, October 8th, 2025; and

WHEREAS, the proposals were reviewed by the Executive Director who determined that the contract should be awarded to the lowest responsible proposal per the requirements of the New Jersey Local Public Contracts Law; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for the exterminating services at Liberty Towers be awarded to:

Nature Plus Pest Control  
241 Grasmere Drive  
Staten Island, NY 10305

In the amounts of:

2026-\$3.56 per unit and \$70.00 for common areas  
2027-\$3.56 per unit and \$70.00 for common areas; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

**RESOLUTION #2025-40**  
**(Painting Contract Award)**

WHEREAS, the Newton Housing Authority has a need to paint the interior of Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

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

WHEREAS, the Housing Authority issued a formal Request for Bids that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received two (2) bids in response to its duly published Request for Bids; and

WHEREAS, the Executive Director has reviewed the bids and has determined that the contract should be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for interior painting be hereby awarded to the lowest responsible bidder:

Master Build & Design  
400 Broadway  
Long Branch, NJ 07740

In the amounts of:

Two-Year Contract  
\$3,000.00 per Studio Unit  
\$3,500.00 per One-Bedroom Unit; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

**RESOLUTION #2025-41  
(Snow Removal Contract Award)**

WHEREAS, the Newton Housing Authority has a need to remove snow and ice at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

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

WHEREAS, the Housing Authority issued a formal Request for Bids that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received three (3) bids in response to its duly published Request for Bids; and

WHEREAS, the Executive Director has reviewed the bids and has determined that the contract should be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for snow removal be hereby awarded to the lowest responsible bidder:

Gerber Landscaping Services  
1011 Old Foundry Road  
Newton, NJ 07860

In the amounts of:

Two-Year Contract

\$290.00 Driveway and Parking Lot per occurrence  
\$120.00 per hour Snow Relocation when necessary  
\$115.00 Sidewalks per occurrence; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

**RESOLUTION #2025-42**  
**(Landscaping Contract Award)**

WHEREAS, the Newton Housing Authority has a need to maintain its landscaping at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority obtain 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 10/8/25, 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 lowest responsible proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for landscaping services be hereby awarded to the lowest responsible proposal:

Palmer Landscaping  
206 Fredon-Springfield Road  
Newton, NJ 07860

In the amounts as follows:

Two-Year Contract  
\$120.00 weekly mowing  
\$2,280.00 Mulch  
\$25.00 per gallon for Weed Killer  
\$1,540.00 Spring Cleanup  
\$1,640.00 Fall Cleanup; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

**RESOLUTION #2025-43**  
**(Waste/Recycling Contract Award)**

WHEREAS, the Newton Housing Authority has a need to remove its trash & recyclables at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

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

WHEREAS, the Housing Authority issued a formal Request for Bids that was duly published in the official newspaper of general circulation; and



WHEREAS, the Housing Authority received two (2) bids, on 10/8/25, in response to its duly published Request for Bids; and

WHEREAS, the Executive Director has reviewed the bids and has determined that the contract should be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for waste/recycling services be hereby awarded to the lowest responsible bidder:

Sanico, Inc.  
5 Hutchinson Station  
Philipsburg, NJ 08865

In the amounts as follows:

Two-Year Contract  
\$449.00 Garbage Dumpster 2 times per week  
\$278.00 Recycling once per week; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

#### **RESOLUTION #2025-44**

##### **(Approval of Contract for Auditing Services)**

WHEREAS, the Newton Housing Authority has a need for Auditing services to conduct an audit of the Housing Authority's operations in accordance with the Single Audit Act; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority solicit proposals for professional 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 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 highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for auditing services for the fiscal year ending 12/31/2025 shall be hereby awarded to the highest rated proposal submitted by:

Hymanson, Parnes & Giampaola  
467 Middletown Lincroft Road  
Lincroft, New Jersey

In the amount of \$8,325.00; and

BE IT FURTHER RESOLVED that funds for these services have been made available through the Housing Authority's operating budget, and the solicitation was undertaken as a fair and open process in accordance with the state's Pay to Play regulations.

**RESOLUTION #2025-45**  
**(Flooring Contract Award)**

WHEREAS, the Newton Housing Authority has a need to replace flooring at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

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

WHEREAS, the Housing Authority issued a formal Request for Bids that was duly published in the official newspaper of general circulation; and

WHEREAS, the Housing Authority received two (2) bids in response to its duly published Request for Bids; and

WHEREAS, the Executive Director has reviewed the bids and has determined that the contract should be awarded to the lowest responsible bidder; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that a contract for flooring installation be hereby awarded to the lowest responsible bidder:

Master Build & Design  
400 Broadway  
Long Branch, NJ 07740

In the amounts of:

Two-Year Contract  
\$4,050.00 Studio Unit  
\$5,800.00 One-Bedroom Unit; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

**RESOLUTION #2025-46**  
**(IT Service Contract Award)**

WHEREAS, the Newton Housing Authority has a need to maintain its computer hardware and software at Liberty Towers, 32 Liberty Street, Newton, New Jersey; and

WHEREAS, the Housing Authority's Procurement Policy requires that the Authority obtain 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 two (2) proposal, on 10/8/25, in response to its duly published Request for Proposals; and

WHEREAS, the Executive Director has reviewed the proposals and has determined that the proposal submitted by JDM Group should be deemed non-responsive and the contract should be awarded to the proposal submitted by Maztech IT; NOW THEREFORE

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

Maztech IT  
663 Crescent Avenue  
Ransey, NJ 07446  
In the amounts as follows:

In the amount of \$772.52 per month with an hourly rate of \$150.00 for service outside the two-year contract and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute all documents necessary to effectuate the contract.

**RESOLUTION #2025-47**  
**(Audit Certification-FYE 12/31/24)**

WHEREAS, N.J.S.A. 404A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended September 30, 2024, has been completed and filed with the Newton Housing Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the Newton Housing Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended September 30th, 2025, and, specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

**11. PUBLIC COMMENTS-General Items**

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

**13. ADJOURNMENT**

**Attachments:**

- 1) 9/8/25 Meeting Minutes**
- 2) October Bill List**
- 3) Report from the Executive Director**
- 4) 2026 Budget**
- 5) Tabulation of Proposals/Bids**
- 6) Proposal for Energy Audit**
- 7) 9/30/25 Interim Financial Report**
- 8) 12/31/24 Statement of Net Position**