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

NOVEMBER 10, 2025

(Condensed taped minutes of Regularly Scheduled Monthly Meeting of  
Newton Housing Authority - Commencing at 5:16 P.M.)

**ROLL CALL:**

Present: Chairman Richard Bitondo  
Vice-Chairman Karen Crossley  
Commissioner Mary Ann Carlson  
Commissioner Mark Fiedorczyk\* 5:31 P.M.  
Commissioner Wendy Vandermaas

Also Present: Executive Director William F. Snyder  
Deborah Alvarez, Secretary/Transcriber

**FLAG SALUTE**

**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 New Jersey Herald & Star Ledger on December 10, 2024. The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have an advance notice of and to attend the meetings of public bodies at which any business affecting their interest 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 welcome and encouraged by the Newton Housing Authority to comment during the public comment portions of the meeting. There will be two public comment sections of the meeting. Residents can address the Board of Commissioners on agenda items during "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 and when addressing us, please give your name and apartment number.

All members of the public should be cognizant of the rights and feelings of an 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.

## EXECUTIVE DIRECTOR'S REPORTD – ED WILLIAM SNYDER

Fiscal year 12/31/24 audit is completed, approved last month; everything has been uploaded and just waiting to hear back from State of New Jersey. Town of Newton looking for their PILOT payment which is \$32,323; we are approving that payment tonight.

Energy audit, which is part of the RAD conversion, which our engineer, HQW, could not do, we had AEI do it; that's been tentatively completed, now in draft form and sent to all Commissioners today. I think best thing to do is to refer to Building & Grounds Committee; we can sit down and Committee will come out with recommendations as part of the RAD conversion what we want to consider and possibly do.

We have been doing some things: fluorescent lighting, wanting to do with new 3 watt LEDs, etc. That will all be part of that. I have not made any move to change any energy features because under the program we're funded – Public Housing Program, there's a formula saying how much money HUD gives us annually, which is based upon the 3-year rolling base with utilities. That 3-year rolling base is an average and at the end of the year, that is all calculated as to what we actually spent. When we prepare our budget that's what goes into the budget. When you do all these energy features, say we save 50% on electricity, as years go by, you get less subsidy from HUD; HUD gets the benefit of the money. When you convert under the RAD Program, benefit of that is any savings NHA makes goes right to the bottom line.

One thing committed to our residents is automatic doors here. On Agenda tonight is Resolution to approve that, hoping to get it done by Thanksgiving – both doors.

We have Request for Proposals out for make up air unit on roof, getting many complaints because it doesn't heat the air any more – just blowing cold air, especially when it's cold. I met with the vendor, not the vendor we usually use, this one has expertise in this, pinpointing the part. Because of the price they gave me, I had to do an RFP, went out for proposals. Those proposals coming on 12<sup>th</sup> and will get award soon afterwards.

There are no vacancies at the present time. We have notices from some who are going to be moving out: 4G gave us written notification and 2T.

Elevator was completed today. We cannot put other car back in service until Elevator Inspector comes, performs his inspections, which we are waiting on. Before we can do that, we have had to notify generator company because in order to get Final Approval, you have to do a "full load test", meaning they cut power to building, generator kicks on and Inspector is going to ride both cars up and down for about 15 minutes to make sure the generator's capable of handling new equipment and cars. I've reached out to generator company and will reach out to all residents when this will be happening because we don't need somebody taking a shower or bath and lights go out. It will be 15-30 minutes for the tests and then trial test with electrician and elevator company that did the work; then schedule with Elevator Inspector, and do it again. Whenever you do this work in an old building, there are always new requirements. One I was not aware of and just learned: the mechanical room for elevator equipment has to be both heated and air-conditioned – a 10x12 foot room; maybe a 500 BTU unit. I'm trying to work with Elevator Inspector and elevator company to see if we can put a stand-alone unit having a heat pump. Compromise is: over the doors is a panel and elevator company will be in a sleeve with a/c and heat pump in there on climate control. Extra charges were electrical switches/\$20K as a result of new codes, etc.

Rental Assistance Demonstration Program – we're waiting for energy audit, now done. Reached out to engineer who did capital needs assessment to see who uploads to portal. Waiting to hear back from them. When that's done, I have people already working on pro formas – next step – to see how much money we can borrow. Then sit down with B&G Committee, go over work items we're proposing to do. In December we have Resident Advisory Committee, I'll refer to them. Before we have step with HUD, we need 1 more meeting with residents. At that meeting, we'll talk about work that we're proposing to do. HUD is not working during shutdown.

Activities:

Sussex County Div. of Health & Education – will have coffee with a cop, waiting for that date.

Move & Groove – classes now set up

Walk with Ease – we have full 2026 schedule from them

Department of Recreation – Karen Crossley – flyer put on board of events. Tech support started again. It is a good thing.

Pumpkin painting on 10/14 and I hope that was well attended

December 6<sup>th</sup> – there is a Senior Holiday Lunch at 12:30. Please respond directly to Department of Recreation as if we have enough people, we might get them to bring a bus here. Last lunch wasn't greatly attended by our building. Many people there, but not many from Liberty Towers.

November 20<sup>th</sup> – Kelly will be here and December 3<sup>rd</sup> for Medicare Annual Enrollment from noon to 2 P.M.

Closed session will be later on.

December 5<sup>th</sup> there is Christmas tree lighting. (Discussion followed about bus, but many were talking.)

CHAIRMAN BITONDO asked when was last time generator was tested? ED SNYDER: It's done weekly or every other week. The load is not tested. In some instances where you have old switch gear in a generator, when power is cut to the building, sometimes it's hard to reset and get it back on, which is why I request electrician be here. Perhaps we should talk to them about once a year test for generator of doing a load test with electrician here. CHAIRMAN BITONDO: I know energy audit is new; only thing which surprised me is their assessment of condition based upon what they said about windows. ED SNYDER: I think windows are good to fair.

(Commissioner Fiedorczyk arrived at meeting at 5:31 PM.)

APPROVAL OF THE MINUTES – October 20, 2025

Motion to approve minutes of October 20, 2025 made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (5)

OLD BUSINESS – nothing at this time

NEW BUSINESS: Chairman Bitondo informed Commissioner Fiedorczyk Energy Audit arrived today. Commissioners will have an overview of it by ED Snyder at December meeting; refer any items on there to B&G Committee for inclusion in RAD.

RESOLUTIONS #2025-48 AND #2025-49

RESOLUTION #2025-48 – APPROVAL OF BILL LIST FOR NOVEMBER 2025 MEETING

1. Motion to approve list of bills for November 2025 totaling \$120,405.57 made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Carlson.

Chairman Bitondo noted 2 unusual checks: \$40,000 for Current Elevator to finish out that project. Also \$32,323 payment in lieu of taxes to Municipal Government of Newton – PILOT PROGRAM.

VOTE: AYES/All Present Commissioners (5)

2. RESOLUTION #2025-49 – CONTRACT AWARD – AUTOMATIC DOORS

Motion to approve automatic door contract to Door Jockey in amount of \$11,839 made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Fiedorczyk.

VOTE: AYES/All Present Commissioners (5)

Hopefully, door openers will be installed before the end of the year. Post will be installed outside and tenants will use a card swipe. Door will have electronic eye also.

PUBLIC COMMENTS – GENERAL ITEMS

PHYLLIS - #5M – When you have to shut off electricity, please notify people on oxygen to charge their machines ahead of time, even though only 15 minutes, as it could be longer. ED SNYDER: I will put that in the notice to everyone. Good idea!

ANN MARIE - #5N – Would it be possible to install plastic around the gazebo as it is very cold out there. CHAIRMAN BITONDO: We visited that once, it's a fire safety issue. We were advised by the Fire Marshall that it isn't code compliant.

ADJOURNMENT

Motion to adjourn public meeting and go into Executive Session made by Commissioner Fiedorczyk; 2<sup>nd</sup> by Commissioner Vandermaas to discuss personnel matter.

VOTE: AYES/All Present Commissioners (5)

MEETING ADJOURNED TO EXECUTIVE SESSION AT 5:40 P.M.

Respectfully submitted,

Deborah L. Alvarez, Secretary/Transcriber