

NEWTON HOUSING AUTHORITY
AGENDA
Regular Meeting

Date: Monday, June 8, 2026

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	5/1/25-4/30/30
	Melissa Helmer	5/1/24-4/30/29
	Wendy Vandermaas	5/1/23-4/30/28

3. Flag Salute

4. ANNOUNCEMENT OF OPEN PUBLIC MEETINGS ACT

Pursuant to the Open Public Meetings Act, Chapter 231, P.L. 1975 Adequate Notice as defined by Section 3D of Chapter 231, P.L. 1975, has been provided by the filing of an annual meeting notice. Such notice being submitted on December 3, 2025, from the Newton Housing Authority, located at 32 Liberty Street, Newton, New Jersey to the following: New Jersey Herald and Star Ledger. It is also posted on the Newton Housing Authority website and bulletin board maintained in the Newton Housing Authority Building for public announcements.

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.

At this time, please mute all electronic devices.

5. COMMITTEE REPORTS

5.1 Executive Director's Reports & Discussion

6. PUBLIC COMMENTS-Agenda Items

7. APPROVAL OF THE MINUTES:

7.1 April 13, 2026, Meeting

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

**RESOLUTION #2026-6-1
(Approval of Bill List for May 2026 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 2026 meeting in the amount of \$57,494.40 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 #2026-6-2
(Approval of Bill List for June 2026 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 June 2026 meeting in the amount of \$67,533.90 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 #2026-6-3
(Authorization to Solicit Proposals for Architectural/Engineering Services to Complete RAD Work items)

WHEREAS, the Newton Housing Authority has need for architectural/engineering services to publicly bid the work-items being proposed through the Rental Assistance Demonstration Program; and

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

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the Executive Director is authorized to prepare a Request for Proposals (RFP) and solicit for proposals for architectural/engineering Services; and

BE IT FURTHER RESOLVED by the Board of Commissioners that the Executive Director is authorized to advertise for proposals, evaluate said proposals and recommend contract approval to the Board of Commissioners.

RESOLUTION #2026-6-4
(Contract Award
for Executive Director/Management Services)

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 May 6, 2026, in response to its duly published Request for Proposals; and

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

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

BE IT RESOLVED by the Board of Commissioners of the Newton Housing Authority that the contract for Executive Director/Management Services be hereby awarded to:

Execu-Tech, Inc
20 Marin Lane
Manahawkin, New Jersey
In the amount of \$305,191.00

BE IT FURTHER RESOLVED that the contract approval is subject to review by the Housing Authority attorney; and

BE IT FURTHER RESOLVED that the Housing Authority's insurance agent must review the vendor Certificate of Insurance in conjunction with the Housing Authority's insurance to deem if the vendor's insurance coverages and limits are sufficient; and

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

11.PUBLIC COMMENTS-General Items

12.EXECUTIVE SESSION (if necessary)

13. ADJOURNMENT