

NEWTON HOUSING AUTHORITY
32 LIBERTY STREET
NEWTON, NEW JERSEY 07860

APRIL 13, 2026

(This is a condensed version of the
Regular Scheduled Meeting of the
Board of Commissioners)

Chairman Richard Bitondo called the meeting to order at 5:22 P.M.

ROLL CALL:

Present: Chairman Rick Bitondo
Commissioner Wendy Vandermaas
Commissioner MaryAnn Carlson
Commissioner Mark Fiedorczyk

Absent: Commissioner Karen Crossley

Also Present: Executive Director William Snyder

FLAG SALUTE

OPEN PUBLIC MEETINGS STATEMENT

Pursuant to the Open Public Meetings Act, Chapter 231, Public Law 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.

EXECUTIVE DIRECTOR'S REPORT – ED William Snyder

ED Snyder still working on RAD conversion, looking at energy efficient items we had in NHA energy audit; putting it in a report and will be sent to Buildings & Grounds Committee for recommendations.

There are two vacancies: 2F and 5T. 2F was vacated as there was water damage in that apartment. Maintenance man redoing shower area, tile work, that has to be repaired. 5T is empty; the family has not moved everything out of apartment. Please tell them we will take it downstairs to storage as we can't rent the unit or turn it over if they still have things in there.

Recertifications – we are ahead of ourselves this year. 5th floor will be going next. Heather right on schedule with that and tenants cooperative in bringing in all their information. We are making copies now so it has been easier.

Cable TV rewiring is on agenda tonight. Essentially those sections where I crossed out and initialed basically said that in event there was a cost involved with installation, it would be borne by Optimum and tenants or both and I took that out as tenants are not going to pay any more money. There is a section on marketing, which I discussed with Commissioner Carlson, is that they're able to market their services to people here, you don't have to buy it. They are paying us some money for that right. It is on agenda for Board approval tonight.

RAD Program – Accountant is busy right now, but done after the 15th. Company called TTI out of Moorestown, N.J. We had to have a Part 58 Environmental Study done, which was done in 2023. HUD wants it updated. Ordinarily, they switched these regulations; want you to do something called Part 50, so we have to start over – we were grandfathered in and I'm waiting to get the price to update study done in 2023. After that is in, we'll get the financing documents in. We're scheduled to close in August. Request for Proposals for banking are done. My current estimate is about \$5 million in financing and I'll get the B&G Committee my updated list with things we're proposing. Meeting needed before we do anything to decide that we're hitting the mark.

Resident Services – Resident Advisory Board had a meeting last month and meet again in June. I will schedule a meeting with all of the residents to discuss about work we discussed at Resident Advisory Board – what work we're going to do in the building.

Sussex Division of Senior Services – Coffee with a Cop date will be determined. Move & Groove Classes are already scheduled. Walk with Ease starts in May. Newton Recreation – Commissioner Crossley is part of that. Tech Support continues and working out quite well. Crafts & Snacks with seniors. Last one was April 2nd and adding more dates soon. Newton High School, Future Business Leaders of America –

doing Adopt a Grandparent Day – already started and continuing through April and into May. The students put a big effort into that.

We had a gentleman in the past few weeks that's been lurking around the building. Heather had an issue with him; confronted him, but I think he's a little bit "off". I got a call he was here and some residents were engaging with him; walking around our property taking photos. When you speak with him, he's just a little "off". Some residents fearful of him, bit of an argument going on. Police said he's a little bit off. He wanted to apply, Heather tried to help him, but it didn't go anywhere because of his condition. I had Police put him on our No Trespass List. If anyone sees this gentleman again, and they went to his home today, served him, meaning that if he shows up here again, he will get a summons for criminal trespass and go to Court.

Landscaper will put mulch around our trees. We are scheduled to do carpet cleaning in all common areas, especially after the winter salt. We awarded contract for drain cleaning and scheduling that as well. New signs that residents requested are hung up on doors.

APPROVAL OF MARCH 2026 MINUTES

Motion to approve regular meeting minutes of 3/16/2026 meeting made by Commissioner Fiedorczyk; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

Motion to approve Special Meeting minutes on Monday, March 23rd made by Commissioner Fiedorczyk; 2nd by Commissioner Vandermaas. Minutes prepared by Commissioner Fiedorczyk.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

Motion to approve Closed Session Meeting minutes of March 30, 2026 made by Commissioner Fiedorczyk; 2nd by Commissioner Carlson. Minutes prepared by Commissioner Crossley.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

OLD BUSINESS

Community Room Usage form, Chairman Bitondo noted 1 revision that didn't get put into the policy; talked about adding controlled substances, to one clause on alcoholic beverages – Rules & Regulations #5 – in minutes but not carried onto actual Paragraph 5 of Rules & Regulations. Chairman Bitondo asked Commissioners about waiving \$75 fee for non-profits as approved by Board of Commissioners, thinking if Newton Greater

Chamber of Commerce wanted to use this as their meeting site. \$75 on a monthly basis is a high price for them. I'm recommending approval of Board of Commissioners that fee be waived upon request for non-profits. Commissioners Vandermaas, Carlson and Fiedorczyk all verbally agreed on the record. Two changes re: controlled substances and waiver of fee upon approval of this Board **upon request** and only for **non-profits**. Commissioner Vandermaas: What would be done with money received for renting Community Room? ED Snyder: It would go into General Fund. Chairman Bitondo: It grew out of a request from Greater Newton Chamber of Commerce to use this space as a meeting room. I think we're accomplishing all we need to accomplish with the changes.

Chairman Bitondo: Commissioner Crossley informed me that 2 resolutions in our minutes from March meeting were also approved word for word back in February 2025. They are authorizing a policy respecting reimbursement of Authority Commissioner, employees for cost of defending against criminal charges and the indemnification resolution was also approved. Is it necessary to do it that way even if they're reflected in our Policy Book? ED Snyder: They are approved once a year. They are a comfort level for Commissioners to know we're doing it every year. It's up to you. Chairman Bitondo: Do we want to approve those 2 on an annual basis or do we want those incorporated into our Policy Manual? I didn't realize that we had previously approved those. Commissioner Fiedorczyk: I'd prefer them yearly because if there's new Commissioners, their affected by that, if they're not aware of it. They should be able to have feedback on that.

NEW BUSINESS

Chairman Bitondo: Deadline for financial disclosure filing is April 30th. April 23rd, there will be a memorial service at St. Joseph's Roman Catholic Church at 10 A.M. for Jennie Switzer.

We're considering a resolution to authorize ED Snyder to solicit proposals for Executive Director services and administration services. I'd like an open discussion with Commissioners on 2 items we should either incorporate into that RFP or at least maintain discussion on: #1 – Coverage and coverage limits on insurance, which we should establish and whether or not it needs to be reflected in RFP. #2 – I've perceived a need for greater presence on-site of our Executive Director and like feedback from Commissioners about that.

#1 – Insurance – Do we establish required coverages and limits for those coverages? Is it a good idea? Commissioners Vandermaas and Fiedorczyk both agree. Chairman Bitondo: Do we defer to our Risk Management Agent for his recommendation? Okay, we'll do that. Would you incorporate that into the RFP, Mr. Snyder? ED Snyder: Yes.

#2 – Greater presence of the Executive Director on premises. Perhaps another few days a month; budgetarily we can handle it. I'm not sure we have sufficient administrative coverage on-site. Commissioner Vandermaas: Another day a week; still part-time. Chairman Bitondo: Ideally, I'd like twice a week, is that pushing it? Commissioner Fiedorczyk: I support it in theory; I'd like to see numbers behind it as I'm assuming it will increase the costs. I'm not comfortable approving something without knowing the cost. ED Snyder: Increasing the hours, I'd have to see if I can do it as my schedule is quite tight as it is. We're running 4 housing authorities right now. We can structure it somehow that it's by the day or something like that – my group, probably 3 or 4. We'll look at it. Chairman Bitondo: RFP would specify number of hours per week or month; why don't we say a minimum of and that way we always have the opportunity to increase it down the road. Just so the RFP remains accurate and we can talk about dollars and your availability – holding off on it for insurance reasons. ED Snyder: I'll reach out to Risk Manager to get those. Brian Choback (ph.) on your behalf.

Chairman Bitondo: We have another new Commissioner coming onboard once she's approved by the Town Council, actually recruited by Commissioner Crossley. Her first name is Missy and she is Administrator at Mohawk Meadows Rehabilitation & Nursing Center in Lafayette Township. The last position we have available is Gubernatorial appointment appointed by the Governor. It would be an appointment from Mikie Sherrill. ED Snyder: It's usually the Democratic Chairperson in the town. I reached out to that person a year or 2 ago and were pushing somebody, but nothing every happened. Commissioner Vandermaas: What if we have somebody who wants to do it? ED Snyder: They'd go through the Democratic Chairperson for Newton or Sussex County and they know who to call at the State. Chairman Bitondo: We can make a recommendation, but they'd have to go through the Governor's office; it's her office's appointment. I came onboard when Governor Christie was Governor. The Board is constituted by 7 Commissioners: a resident Commissioner, Gubernatorial appointment, a Mayoral appointment and then appointments by the Town Council. ED Snyder: Zoe Heath is Democratic Committee Chair and Vickie Smith/Vice-Chair. There is a website that has all the names on it. Sussex County Democratic Organization.

RESOLUTIONS #2026-4-1 THROUGH #2026-4-4

1. RESOLUTION #2026-4-1 – APPROVAL OF BILL LIST FOR APRIL 2026 MEETING

Motion to approve Resolution #2026-4-1 made by Commissioner Fiedorczyk; 2nd by Commissioner Vandermaas2.

Executech's invoice was reviewed by Chairman Bitondo and all in order.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

2. RESOLUTION #2026-4-2 – AUTHORIZATION TO SOLICIT PROPOSALS FOR PART-TIME EXECUTIVE DIRECTOR/MANAGEMENT SERVICES

Ed Snyder will adjust resolution so more time of being available will be put in the Resolution and reach out to Brian Choback (ph.).

Motion to approve Resolution #2026-4-2 authorization to solicit proposals for part-time Executive Director/Management Services made by Commissioner Fiedorczyk; 2nd by Commissioner Vandermaas.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

3. RESOLUTION #2026-4-3 – APPROVAL OF COMMUNITY ROOM USAGE POLICY

Resolution will reflect two changes talked about: addition of controlled substances to alcoholic beverage paragraph plus ability of a non-profit to apply for a waiver and upon Board approval of that waiver, no fee will be granted.

Motion to approve Approval of Community Room Usage Policy as revised made by Commissioner Fiedorczyk; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

4. RESOLUTION #2026-4-4 -APPROVAL OF AGREEMENT WITH OPTIMUM

Motion to approve Resolution #2026-4-4 made by Commissioner Fiedorczyk; 2nd by Commissioner Vandermaas, which includes changes made by ED Snyder: no cost to tenants and automatically renewing contracting has been removed from agreement.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

PUBLIC COMMENTS – GENERAL ITEMS

PHYLLIS - #5M – She is not sure if it's the same man, but one has been banging on window inside the lanai. Some residents here are challenged, they have to be protected. He also took photographs. Some residents go to church at 11 P.M. We have to keep them safe. The double doors coming into the foyer are not locked. ED Snyder has spoken with police, no trespassing order. If he gets arrested enough times, he'll go to jail. Please call the Newton Police if you see anything; don't argue with him, call Police immediately. First Responders have keys. Chairman Bitondo suggested some type of technological solution to securing those doors. Commissioner Carlson: How would visitors get in? ED Snyder: Intercom could be moved to front of building. If visiting you'd need to call person in the apartment. Tenants are the eyes and ears of the building. If you see something, call the Police immediately. This is a safe town.

Chairman Bitondo: Newton Police # 973 383 2525 goes directly to Dispatcher. Please add to your contact list.

DOREEN - #5B – She asked about Jennie’s service and vouchers Karen passed out about 18 months ago, it was to help you get funds if you were to move from one state to another and lived in a HUD building. ED Snyder: Karen didn’t hand out vouchers. It is called Choice Mobility. When we convert to new program under RAD, a Choice Mobility component that would allow you down the line to get a voucher, if you wanted to move. We are not in that program yet. They did away with it.

Chairman Bitondo: Jennie Switzer’s funeral service is April 23rd at 10 AM at St. Joe’s on Halsted Street.

ADJOURNMENT

Motion to adjourn made by Commissioner Fiedorczyk; 2nd by Commissioner Carlson.

VOTE: AYES/All Present Commissioners (4)

Absent: Crossley

Respectfully submitted,

Deborah L. Alvarez
Secretary/Transcriber