

NEWTON HOUSING AUTHORITY  
32 LIBERTY STREET  
NEWTON, NEW JERSEY 07860

August 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 5:25 P.M.

ROLL CALL:

Present: Chairman Rick Bitondo  
Commissioner Karen Crossley  
Commissioner Wendy Vandermaas  
Commissioner MaryAnn Carlson  
Commissioner Melissa Helmer

Also Present: Executive Director William Snyder  
Tony Giampaolo, Auditor

(Mark Fiedorczyk has resigned as Commissioner.)

FLAG SALUTE

Chairman Bitondo announced that Monday evening, Commissioner Karen Crossley was awarded **Senior Citizen of the Year** in honor of her work as a Commissioner at Newton Housing Authority and also on Newton Recreation Commission. It is a landmark event and precedence setting because this is first time in history that 39-year old is awarded Senior Citizen of the Year. (Applause.)

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

We have zero vacancies, fully occupied. Annual generator maintenance was done on July 28<sup>th</sup>.

July 27<sup>th</sup> Fire Chief was here giving presentation to residents on Emergency Plan. There will be another one in September. He also looked at our Emergency Response Plan, said it all looks good.

Parking lot has been restriped, somewhat changed, so if residents are why it still looks like a mess, we had to do it as part of RAD Conversion; one of the items that they came, which was under Capital Needs Assessment. We will be remilling parking lot, restriping next year when we start the work.

Cable TV – I keep prodding the man with emails; he will get in touch with me, but not yet. Building will be rewired, but it's on their own schedule.

RAD Program – we are working on a few more items – HUD has changed some of their protocol to require with Part 50 Environmental Study, ours is Part 58, that we do a Phase 1 Environmental. TTI coming tomorrow and will do Phase 1. If they come up with anything, then we do a Phase 2, etc. Part of financing is bank is going to require that we do a Phase 1; it's a duplication. HUD changes rules midstream all the time.

Residents Association had a meeting today; Heather was at the meeting and brought back to me good comments from residents on things that I'll go over with her.

In terms of recreation activities: from Newton Recreation and our Senior Citizen of the Year – we have tech support will commence again in the fall. It will be every other Tuesday. Mahjong we have on Tuesdays. Chair Yoga every Thursday. Senior Social on August 6<sup>th</sup> was a big hit. Residents want more of those; Commissioner Crossley noted it's already scheduled for September 3<sup>rd</sup>.

Medicare events – one in July, end of August and September.

Move & Groove scheduled to resume in September.

On our Agenda tonight is Emergency Response Plan. We went over that and have a few more changes. We gave you marked up copy including a lot of just items to clean up. We've gone through our Emergency Response Room equipment, updating all of it. As result of a Resident meeting, we have a new choke device also. It will be in the Emergency Response room, which is in outer patio area. We are putting signage on it – access to that by Emergency Response Team or staff if needed. We don't want to leave it in Community Room as it might not be here in a week. It may be better to leave it in the Office, as people do have access to the Office in an emergency. EMTs have these devices. It was suggested in meeting we had with the Fire Chief.

Chairman Bitondo asked if NHA has a defibrillator. Commissioner Crossley answered you must be trained to use that.

Commissioner Crossley added Rec Center will start knitting classes Monday at 1:00 PM, date unknown.

Chairman Bitondo introduced Tony Giampaolo, Auditor for NHA.

AUDITOR GIAMPAOLO: Audit report is long – 61 pages; all required items HUD looks for. Basically, this is a one-page synopsis.

First 10-15 pages tell about the financial hits of NHA. It was a clean audit report, meaning no findings; an unqualified opinion; it was great. Financial statements presented at year end equals – no significant audit adjustments to these numbers. No findings for Compliance or Internal Controls. Your Internal Controls and Compliance with HUD Rules & Regulations are perfect. Office doing a phenomenal job. Federal Audits: 2025 – HUD decided to cut NHA back in Federal awards; giving NHA \$314,000 compared to previous year of \$355,000 or decrease of \$41K. With that your Cash Balance was \$283,000 at year end representing decrease of \$500K. They were used for Capital Outlays on building totaling \$624K. The Capital Improvements – plumbing upgrades, roof replacement, elevator upgrades and electrical upgrades to the building. This gets building ready for RAD application so you don't have to spend money on Phase 1 and trying to repair everything that they find broken.

Now Operating Results – you increased "retaining earnings, if you were in a business, but for HUD, it's called New Position by \$60K. You showed an increase in your reserves of \$60K. That's the difference between 507 and the 623.

I looked at Interest Income as an indicator. Your Interest Income was \$16,600; a decrease of the previous year of \$28,825. Two reasons: one was an drop in interest rates in 2025 and you have less cash to invest. You used it for Capital Improvements. Total Operating Income - \$862,000 for an increase from previous year of \$23K. You generated more income from whatever.

Miscellaneous: Rents, HUD subsidy and other income. Operating Expenses excluding depreciation was \$765K, an increase of \$75K from previous year. On Page 8 is full detail of \$75,000 if you want to look at that.

Basically, everything looks good. You're doing very well. Stay on track and you'll be showing a \$60K increase in Reserves. Hopefully, this year HUD gives you more money, which depends on Congress with their funding. We have no control on that.

Chairman Bitondo: How will our conversion to RAD change (inaudible)? Mr. Giampaolo: My experience with RAD, what works and what doesn't work through basic, what works is brick and mortar, you have this building senior hi-rise. You go to bank after the first year with a wheelbarrow every month with cash. It works. Reasoning is: seniors don't destroy the building; no vandalism; no juvenile riding elevators, their grounds – they don't rip it up; they don't do anything. This is their home, they take care of it. They report something is unusual vs. family living. Basically, RAD application is a homerun hit because it's brick and mortar; you don't have to pay for painting the outside of the buildings. The senior hi-rise, nothing here but an elevator. It is secure, new key locks around the building vs. hiring security guards to walk the property, see what's going on, putting up fences, etc. My experience with seniors is it's a homerun with RAD application.

Chairman Bitondo: How will it change the look of our audit report? Mr. Giampaolo: Not that much. Cash numbers will go up; Capital Improvements will go up and probably Operating Expenses will go down as making these improvements to plumbing, electrical and elevator, you won't have maintenance contracts or repairs to replace it. Some agencies like to do a band aid job – we'll spend 10K not \$100K. Every six months you're spending \$10K for a band aid job. You need to replace it and put new efficient product there and with RAD they'll tell you what needs to be replaced within a timeframe of 5 years or so. 20 year timeframe of putting money away and when your items come due – when warranty expires, that's when it breaks. Why are you still dealing with cable? I thought cable companies were out of business. Put a little satellite in everybody's apartment. An outsider looking in. Chairman Bitondo: Optimum came up with a plan and will wire building for free.

#### PUBLIC COMMENTS – Agenda Items

(There were no questions or comments from the public at this time.)

#### APPROVAL OF JULY 20, 2026 SPECIAL MEETING MINUTES

Motion to approve July 20<sup>th</sup> Special Meeting Minutes made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Helmer.

VOTE: AYES/All Present Commissioners (5)

OLD BUSINESS – nothing at this time

NEW BUSINESS – nothing at this time

RESOLUTIONS #2026-8-1 THROUGH AND INCLUDING #2026-8-5

1. RESOLUTION #2026-8-1 – APPROVAL OF BILL LIST FOR AUGUST 2026 MEETING

Motion to approve bill list for \$55,709.73 made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Vandermaas.

Chairman Bitondo and Commissioner Crossley noted they looked over invoice from Execu-Tech; everything was in order.

VOTE: AYES/All Present Commissioners (5)

2. RESOLUTION #2026-8-2 – AUDIT CERTIFICATION

Motion to approve audit certification made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Carlson.

(Each of the Commissioners will sign an Affidavit of their approval, having received the audit, reviewed the sections entitled **Comments & Recommendations.**)

VOTE: AYES/All Present Commissioners (5)

3. RESOLUTION #2026-8-3 – EMERGENCY RESPONSE PLAN UPDATE

Motion to approve made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Helmer.

Chairman Bitondo: Page 21, Use of alternate heating devices such as space heaters in a unit shall be approved by the Housing Authority and on record in the main Office. Are we doing that? ED Snyder: We can send a notice out about that.

VOTE: AYES/All Present Commissioners (5)

4. RESOLUTION #2026-8-4 – REJECTION OF FA PROPOSALS & AUTHORIZATION TO READVERTISE

Motion to approve made by Commissioner Crossley; 2<sup>nd</sup> by Commissioner Vandermaas.

Chairman Bitondo asked if there were any particular Financial Advisors that NHA needs to be targeting. ED Snyder: Yes and I've reached out to – Phoenix and also Tom

Russo to use local people that are recommended. Mr. Russo said he would have the FA from Newton respond, but not yet responded. I will call them. People that responded, only one I'm aware of is a Licensed FA – we need a Financial Advisor because financing we will be doing has got to go before the Local Finance Board in Trenton and you must have a Licensed FA to do that. I need to tighten it up as what you see here, and the prices we got – only one is NW, who I know and they'll probably respond again. They're looking for one percent of total development in addition to (inaudible.) They generally do that because they do RAD consulting. We don't need any of that. I need to make it crystal clear what we're looking for – an FA to take our financing package, review it and represent us before the Local Finance Board. I'll tie that up and we should get better prices; hopefully to get the Local FA to respond also.

VOTE: AYES/All Present Commissioners (5)

Chairman Bitondo: I have an additional resolution - #2026-8-5 – to make a motion to include in our August minutes as an attachment, the legal opinion regarding the mandatory Commissioner training that was written by our attorney, Terrence Corrison, on July 29, 2026. I'd like to memorialize that Opinion and make it part of these minutes.

5. RESOLUTION #2026-8-5 – LEGAL OPINION REGARDING MANDATORY  
COMMISSIONER TRAINING WRITTEN BY ATTORNEY TERRENCE CORRISTON  
(Opinion Attached to Minutes)

Motion to approve Legal Opinion regarding mandatory Commissioner Training written by Attorney Terrence Corrison made by Chairman Bitondo; 2<sup>nd</sup> by Commissioner Crossley.

Commissioner Crossley: It is a good idea to make sure all Commissioners know about training right from the start; good to have on the record that it is a New Jersey State Statute, not a HUD thing. Bottom line, New Jersey State governs it.

ED Snyder noted every Commissioner is in compliance with their training here. Commissioner Helmer has 18 months to complete. All others have been certified and completed all their training. NHA in good stead with the State.

VOTE: AYES/All Present Commissioners (5)

PUBLIC COMMENTS

JUDY - #4A – Is there any extra money in the "slush fund" to get a cut-out in my bath tub. Chairman Bitondo: If you have a personal request, make an appointment to speak with ED Snyder. Judy: Is it possible to get one of those choke items for each

floor near the elevator? Commissioner Crossley: They'd have to be secured so no one took them. Things disappear here very easily.

AMANDA - #5J – Have you talked about rooftop ventilation this evening? It pushes air through the hallways. It is not working at all. It has been shut off for a week; Mr. Snyder told me it's against the State Law to have it shut down. I have a device that measures humidity levels and humidity levels are 60%, 70% in the hallways. ED Snyder didn't know it wasn't function and will check out right away. Chairman Bitondo was surprised ED Snyder hadn't been told of that issue. Amanda: I was in your office 2 weeks ago showing you the clog in the vent; telling you that the humidity levels up there were outrageous. Seven days ago, the vents were shut off completely and now we sick, humid air in the hallways. (Discussion on Board it was worked on, not conditioned air – just fresh air. If it's hot outside, it will be flow hot air.) Amanda: It's coming from the roof. Chairman Bitondo: It is only the air that's being -- Amanda: It's blowing through the hallways. Commissioner Crossley: Correct, it's fresh air, not conditioned air. Amanda: Now it's stale air and has to be fixed. ED Snyder: I'll check it out. Chairman Bitondo: If something like that occurs, don't wait for a monthly meeting; put in a Work Order. Just call in a Work Order. Amanda: People know about it and were informed by Mr. Snyder to just shut the system down. Commissioner Crossley: Did you call in a Work Order? That's one avenue to go. This way it's on record that you called. If a Work Order is in, then they can go check it out and see what's wrong. Chairman Bitondo: We have maintenance men in and around the building, why would they not pick something like that up? They need to be more in tune to things like that.

Nanette - #2N – Does anyone check our water? What about the PH balance? Chairman Bitondo: We don't have a water softening system and is it operational? ED Snyder: We do. Commissioner Crossley: Water is town generated. It's town water and sewer, so town does tests all the time and do release those tests. We can get you a copy. We get them quarterly.

ADJOURNMENT:

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

VOTE: AYES/All Present Commissioners (5)

Respectfully submitted,

Deborah L. Alvarez  
Secretary/Transcriber