

NEWTON HOUSING AUTHORITY

AGENDA

Regular Meeting

Date: Monday, October 19, 2026

Time: 5:30 PM

Location: 32 Liberty Street, Newton, NJ

1. CALL TO ORDER

2. ROLL CALL

Chairperson:	Richard Bitondo	Term of Office	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
	Karl Cittabart		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 a revised annual meeting notice. Such notice being submitted on June 24, 2026, 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

5.1.1 Emergency Response Plan Presentation

6. PUBLIC COMMENTS-Agenda Items

7. APPROVAL OF THE MINUTES:

7.1 August 10, 2026, Special Meeting

8. OLD BUSINESS

9. NEW BUSINESS

10. RESOLUTIONS

RESOLUTION #2026-10-1

(Approval of Bill List for October 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 October 2026 meeting in the amount of \$39,337.35 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 #2026-10-2

(Introduction of FYE 12/31/27 Budget)

WHEREAS, the Annual Budget for Newton Housing Authority for the fiscal year beginning January 01, 2027, and ending December 31, 2027, has been presented before the governing body of the Newton Housing Authority at its open public meeting of October 19, 2026; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$782,500.00, Total Appropriations including any Accumulated Deficit, if any, of \$782,033.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$150,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Housing Authority, at an open public meeting held on October 19th, 2026, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newton Housing Authority for the fiscal year beginning January 01, 2027, and ending December 31, 2027, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Newton Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on November 9, 2026.

RESOLUTION #2026-10-3
(Approval of Contract for RAD Financial Advisor Services)

WHEREAS, the Newton Housing Authority has applied for a conversion under HUD's Rental Assistance Demonstration Program (RAD); and

WHEREAS, the conversion requires that the Housing Authority make a financing application to the New Jersey Local Finance Board (LFB); and

WHEREAS, the financing application to the LFB requires the service of a licensed Financial Advisor (FA) to make the presentation to the State of 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 formally advertised for proposals for the Financial Advisor services and received two (2) proposals for this work; and

WHEREAS, the Executive Director has reviewed the proposals 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 Financial Advisor Services be awarded to:

Acacia Financial Group, Inc.
6000 Midlantic Drive
Suite 410
North Mount Laurel, NJ 08054

In the amount of \$12,500.00; and

BE IT FURTHER RESOLVED that the Executive Director and Chairperson are authorized to sign all necessary documents to effectuate this contract and funds for this work are being made available through the Housing Authority's operating fund.

11.PUBLIC COMMENTS-General Items

12.EXECUTIVE SESSION (if necessary)

13. ADJOURNMENT

Attachments:

- 1) 9/14/26 Special Meeting Minutes**
- 2) October Bill List**
- 3) Report from the Executive Director**
- 4) Emergency Response Plan Presentation**
- 5) Commissioner Carlson's Resignation Letter**
- 6) Resident Fire Drill Notice**
- 7) Updated List of NHA Commissioners**
- 8) FYE 12/31/27 Budget**