NEWTON HOUSING AUTHORITY
32 LIBERTY STREET
NEWTON, NEW JERSEY 07860

OCTOBER 19, 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 5:30 P.M.

ROLL CALL:

Present: Chairman Rick Bitondo
Commissioner Karen Crossley
Commissioner Wendy Vandermaas
Commissioner MaryAnn Carlson – Resigned this date
Commissioner Melissa Helmer
Commissioner Karl Citterbart
Commissioner Lisa DeHope

Also Present: Executive Director William Snyder

(At this point prior to opening of meeting, Chairman Rick Bitondo regretfully accepted resignation of Commissioner MaryAnn Carlson. Chairman Bitondo thanked Commissioner Carlson for her years of dedicated service, dedication and professionalism to the Newton Housing Authority.)

Executive Director Snyder also thanked Commissioner Carlson for her dedication, knowing how difficult it is at times in being a resident and Commissioner. One thing ED Snyder noted was Commissioner Carlson's common sense and in giving direction at things going astray, where adjustments should be made. She will be sorely missed by everybody.

Chairman Bitondo introduced 2 new Commissioners, who will be sworn in this evening: Karl Citterbart and Lisa DeHope.

SWEARING IN OF NEW COMMISSIONERS

CHAIRMAN BITONDO: I, CARL CITTERBART and LISA DeHOPE, do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution and Laws of the State of New Jersey and that I will faithfully, impartially and justly perform all the duties of the Office of Commissioner of the Newton Housing Authority according to the best of my ability. I further swear that I will not knowingly

or unknowingly receive directly or indirectly any money or valuable thing for the performance or non-performance of any act or duty pertaining to my office other than expense reimbursement allowed by law; and that I will well and truly fulfill my responsibilities to provide safe, decent and affordable housing options to the people of this community, so help me God.

Congratulations! (Applause.)

CHAIRMAN BITONDO: This is my 2nd term as Commissioner starting that 2 years ago; 7 years as Commissioner. Career largely in education beginning in early 70's as teacher, retired 15 years ago as Superintendent of Schools. Then took care of 3 youngest grandchildren and when they were off to school; joined my wife in our business Max & Molly's Closet.

COMMISSIONER CROSSLEY: In 5th year as Commissioner. My career is finance, a Comptroller at a local company, volunteer many places. HUD is a more serious venue and like that and complexity of it, finance part. We are a very eclectic Commission. Classes are great. Welcome.

COMMISSIONER VANDER MAAS: I've been here about 7 years. I have 3 children, one grandchild. (Inaudible) I enjoy this.

COMMISSIONER HELMER: My name is Melissa Helmer; I go by Missy. I am born and raised in Sussex County. I worked as Admissions Director in a nursing facility; been in this field for 38 years; starting when I was 4 (laughter). I live in Andover Township. I have a son, husband. I joined the Commission in May, but I enjoy it.

SECRETARY DEBBIE ALVAREZ: I follow ED Snyder around. I work for him in Secaucus, Hackensack and here. I love the job, different locations, but the same wonderful people and information.

ED WILLIAM SNYDER: I'm Bill Snyder, Executive Director of Housing Authority. We manage the Authority through my company, Execu-Tech, Inc. You will see our bills and contract when it comes up. This is my 51st year in Housing and Community Development. I've been Executive Director of 9 different housing authorities, multiple ones. NHA is in process of converting Liberty Towers under a program called Rental Assistance Demonstration Program – RAD – meeting on/off with residents about. We're anticipating and in good shape with that, closing by end of the year or early 2027. Once we close we will be preparing documents to do millions of dollars in work in the building and grounds.

ROLL CALL

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 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 by 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

There is only one vacancy at this time – Apartment 2W.

There was issues with the heat. State requires that heat is turned on by October 1st. After we turned it on, there were warm days, but once it's on, it's on.

We installed a new knock box at the request of Fire Department. Our keys are in there, and they can open the box electronically in event of an emergency without reaching us.

Cable rewiring – I've been reaching out to them, met with them; tenants are waiting for rewiring of building. No word from them. Heather did get a check today, as they are paying us $4,000 for ability to market their services – but no word as to when they're starting the work as it's more complicated than originally thought. I think third party that was doing it, didn't realize that, so probably renegotiating the price to get that done.

RAD Program – we are now at Phase II Environmental Study was done. That report indicates that no further action is necessary. We got an Environmental process letter – NFA letter, which means we're good to go. It's been updated to the portal. In the portal is a check list called "concept check list". Once everything is in there, I can hit a button and request a concept call. I did that on Friday. We've already approved the bank for the loan. Tonight you'll be approving an FA – Financial Advisor – licensed New Jersey person to provide application and make application to New Jersey Local Finance

Corp. which is in Department of Community Affairs. They will prepare application. I'll go with them, asking for any testimony, give that testimony. They present application. Once approved, then we're approved by the State to actually go and borrow money.

Next step in the process is "concept call", then they approve everything we've submitted – all those massive amounts of documents that government wants. That is on there. Once approved, they'll say okay now you can submit financing plan. We already have a bank, an FA also. Once we upload that, they'll issue an RCC – **RAD Conversion Commitment**. When we get that letter, it's in the attorney's hands to prepare a lot of opinions and closing documents. Then there is an actual closing. Once closed, the building will be converted from Section 9 of Housing Act of 1937, which is what people know as the Public Housing Program to Section 8, Project Based Vouchers.

Once we do that, we're able to have an architect onboard preparing bidding documents. I did some AI concept drawings of front of building; we want to reroute front with new entrance way to get ambulances in/out.

We are doing bidding of new PTACK units in apartments and a lot of milling of parking lots, etc. I forget exact dollar amount, but that is where we're at. We are in good shape, but in HUD's hands and HUD time is HUD time.

Resident Association: Meeting is on 10/22. Resident Advisory Committee will be meeting in November – we had a meeting on RAD Program and 1 more meeting. As contractors come here, I let them know when they can work; if there's any major disruption to tenants, I will throw them out. We are tough with them. They will have a time limit. I institute what's called "liquidated damages". You start on this date, you end on this date. If you don't end on this date, you pay a penalty. I have weekly meetings and during those meetings I say you're supposed to be 20% done, but only done 10% done. Increase your productivity otherwise you'll have a problem. We will make it as convenient as possible, but when you do work in a building there will be some inconveniences.

Newton Recreation: Maj Jong is every Tuesday at 1:00 to 3:00 PM. There are about 12 people. Numbers vary. Senior Social at Liberty Towers was October 1st. Move N Groove last one was on 19th. Knitting Club is scheduled for Mondays at 1:00 PM. Medicare Events have been going on – another one on 10/29, then November and December. Tech for Seniors – 1 more class.

Commissioner Crossley added: One more senior holiday luncheon; it will be changed a bit this year combining with Andover, because we've gotten too big for here. They're moving it to the Barn, transportation to take everyone, just combining with Andover Rec. Same process except you'll be there, which we thought would be nice – new faces, make new friends. Try to combine some events with them – you will get flyers for that. I believe it's November 21st/Saturday. There will be transportation –

entertainment, food, bingo. Please sign up as we're combining with more towns. Everybody with Newton will go whether it's one person or many.

(At this point in the meeting, ED Snyder did an extensive presentation regarding **Emergency Response Plan** for those in the audience. Copies were handed out so people could follow along. Only a small portion of ED Snyder's talk is included.)

ED SNYDER: Purpose of plan is to save lives in a disaster, being prepared. John, Maintenance, helped put together an Emergency Response Group with Heather. Suggestions: flashlights, water – things needed in an emergency. New flashlights can be plugged in. I live 2-1/2 hours away. Office of Emergency Management is responsible to responding to major events plus police and fire department.

Generally, it would be John, Heather – people who live close until I get here. I always tell people have a plan. This plan has gone to Office of Emergency Management, reviewed. Gone to Fire Chief. There will be a fire alarm here on October 26th at 6:30 PM. You will get notices. Tell your neighbors at 6:30, alarm is going to go off.

There was a false alarm last week. One woman went down the steps in back of building and could not get out. I went down subsequently and I had to give it a hard pull to get door open, it was stuck. John has now repaired that. Because of meetings like this and discussions, we learn those things.

The State sometimes declares a "state of emergency" and we go right to that plan and know what to do. (Organization chart explained.) HUD at the top. 2nd: Board of Commissioners. I will report to each one of them so they know what's going on. They know officials in town and what's going on. Wherever I am, I will drive up to make sure I'm doing what I need to do, along with police, fire department and Office of Emergency Management. Generally speaking, OEM will take over and tell us what to do.

Most emergencies here are fire-related – unattended cooking. You might get busy or leave apartment – smoke sets off the alarm. If you know a neighbor should no longer be cooking, you need to tell us. We're very confidential about that; we will reach out to the family to make sure they're getting help they need because they may create a problem.

There are fire extinguishes around and you are somewhere and see a small fire, and you know how to use a fire extinguisher, by all means use it to put the fire out. However, if it takes more than 30 seconds, GET OUT OF THERE. Do not put yourself in harms way. Fire Department will come. They'll go to each apartment. If fire alarm goes off, elevator by code has to go down to first floor, so you can't use elevator. STAY IN YOUR APARTMENT. Fire Department will come; knock on your door. If you need to be evacuated, they have equipment and everything to get you out.

Elevators: our elevators have controllers and when you hold the door open or keep pushing it back, the controller shuts down and elevator stops. It's not broken. We have to bring someone in, go to back room, reset the elevator and it goes back into service. Please don't do that. It's an inconvenience for everybody else. Do not hold door open. There is a button in the elevator, an alarm. Hit the button, alarm will go off. There is communication equipment and hit that button, it's going to take you to an Operator and when Operator responds, you're going to tell them the following: **your name, number of people in elevator, if everyone is okay or somebody is not, you need to tell them in case an ambulance is needed, direction of elevator – going up or going down, car number.** There is Car 1 and Car 2. So they know which car you're in. **Give details to monitoring company, they call Maintenance and also elevator company.** Our maintenance man is on call sometimes if in the building, Lou Silivan, and knows how to do this. If you get him, you tell him what is happening, he will go right in and reset everything as soon as possible.

Be calm and be patient. Many are claustrophobic; these are hydraulic elevators, meaning there's no fear that elevator will drop down and you getting hurt. In case of a power failure, elevator will come to first floor. Call someone or the office so we can get elevators back in service. If elevator is stuck between floors, do not try to get out because if you try and get out, it isn't a good situation. Stay until somebody comes to rescue you.

In event of a fire, do not use elevators, which won't work any way. Use stairs or stay in your apartment until you receive further instructions.

Medical Emergencies: If there is a medical emergency call 9-1-1 and we've had many since I've been here. Don't come to the Office or ask John to help pick the person up. It's a liability. I was in Community Room one day and someone was on the floor; another asked me to help them up. If I did and person had a broken bone, we could be sued for that. Call 9-1-1, tell them exact location and emergency, name of person, if you know any medical condition give that to 9-1-1 Operator.

Please get a flashlight, new ones can be plugged in. Do not use candles, they could cause a fire.

Make sure you have batteries for your radio if you have one. You can listen to what is going on.

Have water in containers. Make sure you have your medications if you have to leave your apartment. Be cautious if you decide to shovel out your car during a snow storm. We've not had a major snow storm. Let us know if you absolutely need something. There is a system I haven't discussed with the Board yet. It would allow Heather to let people know snow plows will be here at noon time, if you move your cars out of the

parking lot onto the street or somewhere else, they can come in and do the lot.l It's hard to do if the cars are there.

Floor captains are a good idea for each floor, but that is up to you. Please discuss it.

If you know any Boy Scouts, reach out to them about coming to shovel, volunteer service.

COMMISSIONER CROSSLEY: There are light bulbs that are battery charged and have an adapter. She will bring one next meeting. It is heavy and round, all over my house. As long as you keep them on, they charge. Not hot at all.

HEATHER JOHNSON: I can start a list with tenants names – Fire Department will visit on October 26, speak to tenants.

ED SNYDER: There is no smoking in building – no marijuana. It has a distinct smell and I'm asking that if you smell if, let the Office know.

CHAIRMAN BITONDO: I think we should ban candle use totally in the building.

ED SNYDER: It is already done.

CHAIRMAN BITONDO: Should we have a daytime presentation as only about 20% of the residents are here now? Maybe a presentation before the Social on November 5th?

MARILYN: The ones that are here are the ones interested. The others will not come out for anything. Not worthwhile to schedule another meeting.

HEATHER: I learned some things when the FD spoke before, there were perhaps 25 people. Same people.

CHAIRMAN BITONDO: Emergency Plan is on our web site and available for them there.

PUBLIC COMMENTS REGARDING AGENDA – nothing at this time

APPROVAL OF SPECIAL MEETING ON AUGUST 10, 2026

(**It was decided to postpone approval of these minutes until another time.)**

OLD BUSINESS

NEW BUSINESS

RESOLUTIONS #2026-10-1 THROUGH #2026-10-3

1. RESOLUTION #2026-10-1 – APPROVAL OF BILL LIST FOR OCTOBER 2026 MEETING

Motion to approve bill list for $39,337.35 made by Commissioner Crossley; 2nd by Commissioner Hemler.

Chairman Bitondo noted Execu-Tech invoice was less than previous month. ED Snyder has expanded his hours last week, but was away for 2 weeks.

VOTE: AYES/All Present Commissioners (7)

2. RESOLUTION #2026-10-2 – INTRODUCTION OF FYE 12/31/27 BUDGET

Motion to approve FYE 2027 budget with total revenues of $782,033.00 made by Commissioner Crossley; 2nd by Commissioner Vandermaas.

ED SNYDER: This is introduction of budget, which is submitted to State of N.J. within 60 days of start of fiscal year. Second part comes at **adoption** either in November or December. State of N.J. has 45 days in which to review it and approve it. If not, it's automatically approved. This actual budget you're looking at is an Excel Spreadsheet, which I helped design for State, reason being, they didn't really know much about HUD budgets. We took HUD budget incorporated into their spreadsheet, so when you fill in HUD budget, you put it in spreadsheet and it carries throughout in terms of the budget.

First section is Certification, where resolutions go, on C-5; Introduction Resolution. It says at bottom **adoption of budget will be at November 16th meeting.** On C-1, I submit budget on State portal called Fast System and State reviews it, get back to me. When they get back to me, they sign top section that says it's been introduced and approved by the State.

After adoption in November, it goes back to the State through Fast System and when they approve that, they sign bottom section so we're good to go before end of the year. Our revenues are really constituted from 3 sources: 1) Tenants rents; 2) Operating subsidy that we get from HUD; 3) Capital Fund money, which is about $150K a year.

At back of budget in Financial Section under F, that's financial schedules and at first page of F-2, that's your revenues. Top is $516,000 in rental income; $22,000 in excess utilities. HUD requires that we charge tenants for a/c, we collect that money and it goes into budget. Then Capital Fund money, which is in addition to this, but we get $190K in subsidy from HUD that helps us operate.

If you go to page right beyond that, it will give you the prior year. Same thing. So if you wanted to compare it, you'd have it right there.

If you turn to F-4, this is where appropriations are – I call them expenses. You will see on left side what we pay for: auditing, accounting, our utilities, etc. Total amount of appropriations is $782,033.

First Resolution you see difference between Revenue and Appropriations, which still puts us in the surplus situation. Accountant was using old Execu-Tech contract, which increased substantially and he changed the number, we are still in the surplus. If you look at F-4 behind that, that gives you details on contracts. It gives you prior year appropriations. For Board members edification, our funding comes through Public Housing Program through Operating Fund Formula. It was just submitted by our fee accountant. It gets loaded into HUD portal, and it tells you based upon number of units we have and other factors how much subsidy we're eligible for. Problem with this program compared to RAD Program is we're subject to Congressional appropriations. There have been years when Congress appropriated 80% of operating subsidies. If we did a billion dollars in subsidy, and they appropriate 80%, they're only giving you $800K. Federal fiscal year is September 30, our calendar year is December 31st. Some municipalities are on a fiscal year which is June 30th and HUD doesn't come out with the money when they're supposed to; so you're juggling where you're going to get this money.

With RAD Program, we're going to get a rent that's set; same amount of money with that rent. In fact, we get an OCAF adjustment – Operating Cost Adjustment Factor – every year those rents go up. Tenants pay what they're paying now; HUD pays additional subsidy. We have a deal with Cliffside Housing Authority to be our Contract Administrator. They're going to get $100K in administrative fee to run that and give us 25% back/$25,000.

VOTE: AYES/All Present Commissioners (7)

ED SNYDER: When I did budget MaryAnn Carlson is Commissioner. I will add Missy and two other Commissioners.

3. RESOLUTION #2026-10-3 – APPROVAL OF CONTRACT FOR RAD FINANCIAL ADVISOR SERVICES)

Motion to approve contract for Financial Advisor made by Commissioner Crossley; 2nd by Commissioner Helmer.

VOTE: AYES/All Present Commissioners (7)

PUBLIC COMMENTS

MARK - #3N – He asked if rents would still be the same under RAD or pay them 30%.

ED SNYDER: And excess utility charge will go away. Nobody pays for a/c.

ADJOURNMENT

Motion to adjourn made by Commissioner Crossley; 2nd by Commissioner Helmer.

VOTE: AYES/All Present Commissioners (7)

Respectfully adjourned,

Deborah L. Alvarez
Secretary/Transcriber