

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
January 11, 2016

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, January 11, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Secretary Iozzi at 5:37 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Fellner, Cmsr. Leonardo, Cmsr. Fiedorczyk, and Cmsr. Izquierdo. Executive Director, Kimberly Iozzi was also present.

Minutes of the December 14, 2015 regular monthly meeting were reviewed. Cmsr. Leonardo pointed out 3 clerical errors and made a motion to approve the minutes with changes; seconded by Cmsr. Fellner. Motion approved.

Bills for the period 12/1/15-1/7/16 were reviewed: There is a total of \$82,614.98 for normal operating prepaid. Motion made by Cmsr. Izquierdo; seconded by Cmsr. Fellner to approve payment of bills. Motion approved.

Communications:

Treasurer’s Report: Account balances as of 12/31/15: general ledger balance \$58,024.70; tenant security/escrow \$57,344.83; and \$63,650.44 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$27,545.64. Motion made by Cmsr. Fellner; seconded by Cmsr. Leonardo to accept the Treasurer’s report. Motion approved.

Secretary’s Report/ Old Business: The residents enjoyed a New Year’s Eve celebration and are planning to have a Kielbasa and sauerkraut dinner the Friday before Valentine’s Day. They are also planning a Valentine’s party with a children’s club, Kids for Kindness, on the 13th. The hospital will be facilitating a 6 week weight loss program for seniors that will incorporate educational sessions with a dietician and exercise.

The annual apartment inspection has been scheduled for January 25th, weather permitting. The fire pump line was scoped and demonstrated that the line was in good condition at the building, providing us with less costly alternatives for remediation of the flow problem. Detailed plans are forthcoming. A meeting has been scheduled with the Town Engineer to discuss drainage plans and our property. Additional work has been done on our boiler and heating system. There have not been outages since the last round of repairs were made.

Recertification for the 2nd and 3rd floors are underway. Alternatives for rent calculation and recertification are being explored. Our fee accountant has offered to assist if necessary. Tracey Goldstein, legal counsel, is planning to attend the next regularly-scheduled meeting in February to meet the Board.

We received \$13,725 in operating subsidy for 2016. There has been no notice on the 2016 capital fund program amounts or an indication of when it will be released.

An ad has been placed for a temporary-permanent position for a bookkeeper. Multiple applicants have expressed an interest. Janet has assisted me by agreeing to conduct preliminary telephone interviews before a traditional interview is granted. It is not known at this time if the individual hired for temporary bookkeeper will be able to assist with tenant rent calculations. Janet has agreed to assist me until we have a plan in place.

A special thanks to Cmsrs. Fiedorczyk and Nannery for assisting at the annual celebration in December.

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a

prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.”

Adjournment: There being no further business, Motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Izquierdo. Motion approved, meeting adjourned at 5:55pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

**MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
February 8, 2016**

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, February 8, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:35 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Fellner, Cmsr. Leonardo, Cmsr. Fiedorczyk, and Cmsr. Izquierdo. Executive Director, Kimberly Iozzi and Tracey Goldstein, Esq. were also present.

Minutes of the January 11, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Fellner. Motion approved.

Bills for the period 11/1/16-2/2/16 were reviewed: There is a total of \$52,466.05 for normal operating prepaid. Motion made by Cmsr. Fellner; seconded by Cmsr. Leonardo to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 1/31/16: general ledger balance \$19,383.32; tenant security/escrow \$57,347.11; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Fellner; seconded by Cmsr. Fiedorczyk to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: The residents are hosting a dinner Friday, February 12th and will have a party with a newly-formed children's club, Kids for Kindness, on the 13th.

BUILDING/GROUNDS: The annual apartment inspection of the apartments took place on January 25th. Numerous work orders have been generated as a result of the inspection. An Electrician installed an emergency shut-off to our boilers to be in compliance with the NJ State code. A meeting was held with the Town Engineer to review plans for an extensive drainage project that will require an easement of our property. A preliminary drawing will be presented at the meeting. An active bed bug infestation has been identified in an apartment for the 3rd time. It has been treated and there are no signs of any further activity. Cmsr. Leonardo asked to obtain a price to include the daily cleaning of the community room to Vanguard's scope of work. In the meanwhile, Mike will assume the responsibility as time allows. Unfortunately, every time someone enters or exits the community room, salt is tracked in, making the floor appear dirty. Since the community room doors lead to a smoking area, the floor is dirty almost immediately after cleaning. There has been no news from the Town on the pending water main work. There is evidence that residents or their guests are smoking in their apartments, in addition to reports of the odor of smoke in the 5th floor hallway. Residents are being reminded that this is a direct violation of their lease. There has been work done to the elevators that came as a result of repeated incidents of manually holding the doors open too long. Residents are asked not to hold the doors if possible. Residents continue to spit on the rugs and in the elevators. It is cleaned daily, but is both unsightly and disgusting. Residents also continue to leave clothing and other items in their hallways and in the community room for free. They have been reminded not to do so.

ADMINISTRATION: The Housing Authority has been required to amend its Admissions and Continued Occupancy Standards. Namely, the Housing Authority shall accept applications from all qualified persons who are 55+ Disabled or 62 and older. The agency has always required applicants receive SSD in lieu of SSI if they are under the age of 62. SSI makes monthly payments to people who have low income and few resources and who are blind or disabled. The Housing Authority was wrong in establishing that requirement and is not

allowed to give a preference on the source of income when an applicant has been deemed disabled. The Board is asked to approve the necessary changes to the ACOP. The website and applications have each been amended to reflect the changes as well. The waiting list remains closed at this time and there are no open units.

FINANCE: For the February operating subsidy, HUD considered 2016 estimated eligibility to provide for an interim proration level of approximately 86.76%. March funding will use the recently passed 2016 Appropriation and estimated eligibility as the basis for proration. The final proration will reflect the difference in the amount of actual eligibility for the final approved PHA subsidy requests and the Appropriations Bill.

COMMISSIONER ITEMS: The Town of Newton will appoint Vangie Rochelle to the Board of Commissioners at their regular meeting of February 8th.

OPEN TO THE PUBLIC "At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes." Audrey Snyder, Apt. 2D thanked the NHA for fixing the issues with the heat in the building and commented that she her apartment is warm. Executive Director Iozzi clarified that Audrey's apartment is one of the apartments that routinely has had problems with maintaining heat in the past. Cmsr. Leonardo commented about the inspection and indicated that it was not very thorough. She brought attention to a problem she is having with her refrigerator/freezer door that went undetected. Resident, Gail Sykes indicated that she is having the same problem and has taped her freezer door to prevent it from opening. Executive Director Iozzi said that she needs to know of those things and that they are routine work orders.

New Business: The Board reviewed and approved the revisions of Admissions and Occupancy Policy. They authorized Resolution 2016-01, approving the revisions. Motion made by Cmsr. Fellner; seconded by Cmsr. Fiedorczyk. Motion approved. Executive Director Iozzi presented a preliminary drawing of plans for a drainage project by the Town of Newton. The Board determined that it would like to continue moving forward with the discussion and plans for the work. Attorney, Tracey Goldstein was invited to address the Board. She provided a brief introduction and a synopsis of her credentials

Closed Session: A motion to enter closed session in order to discuss legal matters and concerns was made by Cmsr. Fellner, seconded by Cmsr. Nannery at 6:20pm. Motion approved. A motion to end closed session was made at 6:38pm by Cmsr. Nannery, seconded by Cmsr. Fellner. Roll call vote was taken: Chairman Nannery, Vice Chairman Carr (excused), Commissioner Fellner (yes), Cmsr. Leonardo (yes), Cmsr. Fiedorczyk (yes), and Cmsr. Izquierdo. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Izquierdo. Motion approved, meeting adjourned at 6:42pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
March 14, 2016 As Amended

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, March 14, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:38 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk, and Cmsr. Izquierdo. Executive Director, Kimberly Iozzi and Retired Commissioner Fellner were also present.

Minutes of the February 8, 2016 regular monthly meeting were reviewed. Cmsr. Fiedorczyk made a motion to approve the minutes; seconded by Cmsr. Izquierdo. Motion approved.

Bills for the period 2/11/16-3/9/16 were reviewed: There is a total of \$57,736 for normal operating prepaid. Motion made by Cmsr. Leonardo; seconded by Cmsr. Fiedorczyk to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 2/29/16: general ledger balance \$13,506.65; tenant security/escrow \$56,725.21; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Leonardo; seconded by Cmsr. Izquierdo to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: A girl scout troop visited with refreshments and played bingo with residents this past weekend. Residents are having corned beef sandwiches on Thursday. Pass it Along is hosting their serve-a-thon in May. A sign-up for residents who need help with chores has been posted. A resident passed away unexpectedly. Her apartment will be occupied by April 1. There are no other vacancies.

BUILDING/GROUNDS: The survey of the property indicated which walls belonged to the Housing Authority. Quotes have already been obtained to repair one wall. Our fire extinguishers have been serviced. Another active bed bug infestation has been identified. However, the scope of the infestation is minor and was caught immediately by the tenant, who has cooperated fully with all instructions. Treatment has begun. A plan for the work needed on the water main has been drafted. As soon as the work is complete, the side yard will be refurbished. A request for proposals for landscaping services has been advertised.

ADMINISTRATION: The Housing Authority may be required to eliminate its waiting list preferences, which give priority to those who reside in Newton, followed by those from Sussex County. It is believed that by giving preference to people in these areas, we are keeping people from other areas out, people potentially of color.

FINANCE: While only the second floor recertifications have been completed to date, it is evident that a majority of the rent payments will be going down as a result of rising medical costs and no increase in social security.

COMMISSIONER ITEMS: Vangie Rochelle was appointed to the Board of Commissioners at this meeting.

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing

Authority after making your comments so it may be properly reflected in the minutes.” President of the Resident Association, Janet Dodd, reported that there were 30 residents signed-up already for corned beef sandwiches. Barbara Darrohn reported that 20 residents were going to the Hampton Diner for corned beef dinner. Janet Dodd brought up the garden beds needing repair. Cmsr. Rochelle mentioned a group at Sussex County Community College that may be looking for projects to do. Finally, Janet mentioned the need for a new stove in the kitchen. The Board discussed the possibility of soliciting donations to help afford the cost of it. The residents also expressed an interest in having an herb garden again and asked if the Housing Authority was going to do it this year. Executive Director Iozzi said yes, but asked for help, as planting is not her forte.

New Business: The Board acknowledged the need to revise its waiting list preferences. It also acknowledged Retired Commissioner, Hyla June Fellner’s dedication and service to the Board for 14 years. A motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Leonardo to issue a citation to June in appreciation for everything she has done. Motion approved. Since June has retired as resident commissioner, the remaining tenant on the board is Carole Leonardo. Cmsr. Nunnery made a motion to designate Carole Leonardo as the resident commissioner; seconded by Cmsr. Fiedorczyk. Cmsr. Leonardo abstained. Motion approved.

Closed Session: A motion to enter closed session in order to discuss an open investigation was made by Cmsr. Fiedorczyk, seconded by Cmsr. Nannery at 6:10pm. Motion approved. A motion to end closed session was made at 6:30pm by Cmsr. Leonardo, seconded by Cmsr. Rochelle. Roll call vote was taken: Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle (yes), Cmsr. Leonardo (yes), Cmsr. Fiedorczyk (yes), and Cmsr. Izquierdo. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Izquierdo; seconded by Cmsr. Rochelle. Motion approved, meeting adjourned at 6:52pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
April 11, 2016

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, April 11, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:32 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk (excused), and Cmsr. Izquierdo. Executive Director, Kimberly Iozzi was also present.

Minutes of the March 14, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo pointed out a grammatical error under Commissioner Items. Cmsr. Leonardo made a motion to approve the minutes with the necessary corrections; seconded by Cmsr. Izquierdo. Motion approved.

Bills for the period 3/10/16-4/6/16 were reviewed: There is a total of \$43,119.98 for normal operating prepaid and \$2,681.25 Capital Fund Program funds. Motion made by Cmsr. Rochelle; seconded by Cmsr. Izquierdo to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 3/31/16: general ledger balance \$9,094.86; tenant security/escrow \$55,402.91; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Rochelle; seconded by Cmsr. Izquierdo to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: A new resident moved into apartment 3L. Arrangements have been made with volunteers from Pass it Along to help our residents with light chores on Saturday, May 7, 2016. Earth Angels is scheduling the annual pizza party and will provide a date as soon as possible. Atlantic Health Systems will be facilitating chair yoga every Tuesday and Friday and an educational class every other Tuesday for twelve weeks. Zumba continues to take place every Monday. The Zufall Health, Medical and Dental Office will celebrate its grand opening on Tuesday, April 26th. Representatives have left materials on site for resident use.

BUILDING/GROUNDS: Proposals for landscaping services have been obtained and are ready for review and award of contract. With the help of resident donations, a new stove was purchased for the community room kitchen. Two new benches were purchased for the front of the building to replace the one damaged by salt. Assistance is needed to carry a bench to the rear of the facility so that a new one can replace it and they match. Resident Association President, Janet Dodd's son helped build a garden bed to replace one that had rotted. The rest need to be replaced as well. Crusaders for Christ, a SCCC club, will be on site on Tuesday, April 12th to look at the garden and determine what is needed to finish the work. Quotes were solicited and obtained to make repairs to the wall at the entrance of the parking lot. A contractor has been contacted to initiate the work. Permits have been filed in order to begin the water main work that will take place in the near future. The Town will be milling and paving Liberty Street. As per the shared service agreement, we are investigating the cost to mill and repair the parking lot at the Towers at the same time. After a strong wind storm, additional branches from our neighbor's trees fell in our lot near resident vehicles. Upon a preliminary investigation of the trees, it appears as though one large limb and the majority of one tree should come down in order to protect from future damage in similar storms. Quotes for this work have been solicited. Air Conditioning registration forms have been delivered to residents. A stipend will be paid based on the number of units installed to an outside vendor. Residents have been advised that if they change their mind on the intended start-date and the contractor has to make a special trip to accommodate them, an additional \$50 fee will apply per unit. Residents will be given a

date in advance when the contractor will be on site to do the work. Residents do not need to be home if the unit is made accessible for installation and they clearly indicate which window they would like the unit to go in.

ADMINISTRATION: HUD Field Officer, Patrick Morris, visited the agency to review the administration and oversight of the facility. The visit went well. I participated in Fair Housing training facilitated by our attorney, Tracey Goldstein, Esq. and Sharon Field, Enforcement Branch Chief, HUD Office of FHEO. The 2015 Right to Know survey has been completed and filed. An insurance audit will take place next week. The attorney is processing a Notice to Cease on our behalf. The NHA has to re-submit its PHA Plan because the format changed. I plan on submitting a grant proposal for the Resident Opportunities and Self Sufficiency (ROSS) Service Coordinator Program. However, the grant is based on a lottery, meaning if we meet all of the requirements of the grant application, we will be entered into a lottery. If awarded the grant, it would afford the agency with the salary for a social services coordinator for 3 years.

FINANCE: The 3rd and a majority of the 4th floor recertifications have been completed. Based on the outcome and operating subsidy level, there will be an estimated shortfall of at least \$20,000 this year.

PERSONNEL: Telesearch employment agency has provided a candidate to begin bookkeeping services Tuesday, April 12th upon board approval. Another temporary office assistant will interview later this week for part-time hours until school gets out. Nora will return from college in May and has expressed an interest in returning.

COMMISSIONER ITEMS: Annual financial disclosure forms need to be submitted.

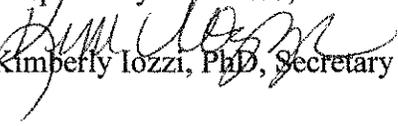
OPEN TO THE PUBLIC "At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes." President of the Resident Association, Janet Dodd, reported that there will be a spaghetti dinner on 4/29. Pat Powers reported that there was a trip to Mohican Sun in Wilkes-Barre on 5/11.

New Business: The Board evaluated the proposals for landscaping services and based on a discussion of past performance of both vendors, decided, by resolution, to award the contract to D'Onofrio & Son, Inc Landscaping, 47 Van Ness Terrace, Maplewood, NJ 07040 in the amount of \$5,175. Motion made by Cmsr. Leonardo, seconded by Cmsr. Nannery. Motion approved. The Board discussed the need to enter into a contract with TeleSearch Services for the immediate placement of a temporary to permanent bookkeeper, and authorized the addition of a temporary office assistant. Motion made by Cmsr. Nannery, seconded by Cmsr. Leonardo. Motion approved.

Closed Session: While on the agenda, closed session was not necessary.

Adjournment: There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Rochelle. Motion approved, meeting adjourned at 5:56pm.

Respectfully submitted,


Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ

NO MAY MEETING

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ

June 13, 2016

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, June 13, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:37 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle (absent), Cmsr. Leonardo, Cmsr. Fiedorczyk, and Cmsr. Izquierdo. Executive Director, Kimberly Iozzi was also present.

Minutes of the May 9, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Izquierdo. Motion approved.

Bills for the period 5/1/16-6/6/16 were reviewed: There is a total of \$51,371 for normal operating prepaid. Motion made by Cmsr. Nannery; seconded by Cmsr. Leonardo to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 5/31/16: general ledger balance \$63,889.11; tenant security/escrow \$57,052.12.00; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Leonardo; seconded by Cmsr. Fiedorczyk to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: Sussex County Division of Senior Services will be on site on June 22nd to issue Farmer's Market Vouchers. Also, there will be a Medicare fraud presentation on the same day. A breakfast is scheduled for June 29th. Additional activities have been scheduled for July and August.

BUILDING/GROUNDS: The entryway wall has been repaired. Preventative maintenance will be scheduled to maintain the wall each year. The Town will repair the damaged drain at the entryway. The water main work has been delayed. A new hot water tank was installed to allow for continuous service. Our air conditioning unit was repaired and all filters have been changed. Monthly and quarterly maintenance on the filters has been arranged. Volunteers from the Campus Crusaders for Christ cleaned out the garden area, built the raised garden bed kits and spread wood chips to walk on. They also donated soil and they mixed it with ours. Residents have begun planting vegetables in the new beds. I donated hanging plants and several flats of flowers that were planted by the landscaping company. The NHA purchased geraniums. Residents have assisted with watering. Additional work is needed on trimming shrubbery and weeding. Cmsr. Leonardo's grand-daughter donated herbs from Well Sweep Herb Farm. Resident Marge Siemann and Jim Mitchell steam cleaned the gazebo. Residents have been asked to return furniture to its original position after moving it. A sign-up sheet has been posted to determine if there is a need for a dumpster for residents to dispose of any items. To date, only two have made a request.

ADMINISTRATION: All recertifications have been completed. Preparations are being made for our annual audit. Due to changes in regulation, the Admissions and Occupancy Policy must be amended. The Board is asked to approve the changes, as per the explanation of specific changes included in the Board packet. Cmsr. Leonardo has requested that the Board have a discussion about the waiting list preferences.

FINANCE: A majority of the 2015 Capital Fund monies have been drawn down for the purpose of the emergency water main repair and hot water heater. However, the funds have not been spent until the work has

been completed. Once the funds are spent, only the 2016 Capital Fund Program will remain available for our projects.

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.” Resident Association Treasurer Barbara Darrohn reported that the residents are selling iced cream pops during the summer. There is a picnic on the 16th and a community garage sale on August 13th. A cross stitch picture is being donated.

New Business: The Board reviewed and discussed the most recent changes to the Admissions and Occupancy Policy and approved its revisions. Motion made by Cmsr. Fiedorczyk, seconded by Cmsr. Leonardo. Motion approved. The Board openly discussed its waiting list preferences and sought input from the public. Based on the unanimous support from the residents, the Board approved Resolution (2016-07) eliminating the Town of Newton preference, keeping only the Sussex County preference. Motion made by Cmsr. Leonardo, seconded by Cmsr. Fiedorczyk. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Fiedorczyk. Motion approved, meeting adjourned at 6:30pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ

NO JULY MEETING

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
August 8, 2016

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, August 8, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:31 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk, and Cmsr. Izquierdo (excused). Executive Director, Kimberly Iozzi was also present.

Minutes of the June 13, 2016 regular monthly meeting were reviewed. Cmsr. Fiedorczyk made a motion to approve the minutes; seconded by Cmsr. Leonardo. Motion approved.

Bills for the period 6/22/16-7/31/16 were reviewed: There is a total of \$40,582.45 for normal operating prepaid. And \$47,094 for Capital Fund Program 15. Motion made by Cmsr. Rochelle; seconded by Cmsr. Nannery to approve payment of bills. Motion approved.

Communications:

Treasurer’s Report: Account balances as of 7/31/16: general ledger balance \$62,613.16; tenant security/escrow \$55,393.94; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Leonardo; seconded by Cmsr. Fiedorczyk to accept the Treasurer’s report. Motion approved.

Secretary’s Report/ Old Business:

RESIDENTS: The annual resident picnic was held in July. Another is planned on August 23rd. A yard sale was held on Saturday, August 6th. Three apartments have been rented. A Meet & Greet and orientation will be scheduled in the month of September.

BUILDING/GROUNDS: Residents have been reminded not to smoke in apartments or play music and television too loudly. They have been asked to pick up their belongings from the gazebos when leaving them and to return the furniture to its original position if it is moved. Quotes for carpet cleaning are being obtained to clean and sanitize the common areas. Resident pets have made a mess of the rugs. Another repair is needed on the wall. A dumpster is on site. Residents have been invited to put a work order request in to have items placed in the dumpster. They will be charged according to what is disposed of. The water softener has a leak in it. However, the part cannot be replaced. The authority does not have enough in the budget to replace it at this time. The water tap has been completed. However, the work did not yield enough pressure to pass the flow test. The Engineer is working with the Water Department and Castle Fire to determine the next course of action. The Engineer assured me that the work completed to date would still be necessary if the entire line needs to be replaced. The landscaper will bring mulch when they come to do the routine work. Grass will be planted when restrictions on watering are eliminated.

ADMINISTRATION: The waiting list continues to be purged as a result of the recent turnovers.

FINANCE: Our annual audit was conducted on August 1st. The report will be available soon. All of the 2015 Capital Fund monies have been drawn down. Steps are being taken to enhance our FASS scoring. Out of a possible 25, the Housing Authority scored a 17 and later dropped to a 9 as a direct result of our expenses. This would make our agency financially “troubled.” The two main areas of concern are our legal fees and maintenance costs, which were a result of emergency and preventative repairs.

PERSONNEL: There are no changes at this time.

COMMISSIONER ITEMS: A special thanks to Cmsr. Fiedorczyk for grilling hot dogs at the rummage sale.

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.” Janet Dodd, President of the resident association reported that Joan Casterlin and Jim Mitchell mulched and planted herbs. Commissioners were invited to check it out.

New Business: None at this time

Closed Session: A motion to enter closed session in order to discuss an open investigation was made by Cmsr. Nannery, seconded by Cmsr. Fiedorczyk at 5:45pm. Motion approved. A motion to end closed session was made at 6:00pm by Cmsr. Fiedorczyk, seconded by Cmsr. Leonardo. Roll call vote was taken: Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle (yes), Cmsr. Leonardo (yes), Cmsr. Fiedorczyk (yes), and Cmsr. Izquierdo (excused). Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Nannery. Motion approved, meeting adjourned at 6:50pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
September 19, 2016 As amended

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, September 19, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:33 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk, and Cmsr. Izquierdo (excused). Executive Director, Kimberly Iozzi was also present.

Minutes of the August 8, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Fiedorczyk. Motion approved.

Bills for the period 8/1/16-8/25/16 were reviewed: There is a total of \$35,694.56 for normal operating prepaid. And \$2,175 for Capital Fund Program 15. Motion made by Cmsr. Nannery; seconded by Cmsr. Rochelle to approve payment of bills. Motion approved.

Communications:

Treasurer’s Report: Account balances as of 8/31/16: general ledger balance \$62,339.20; tenant security/escrow \$56,323.10; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$37,548.10. Motion made by Cmsr. Leonardo; seconded by Cmsr. Nannery to accept the Treasurer’s report. Motion approved.

Secretary’s Report/ Old Business:

RESIDENTS: The resident association held a picnic on August 23rd. It was well-attended and enjoyed by everyone in attendance. A breakfast is scheduled for Tuesday, September 20th. A Meet & Greet and orientation is scheduled September 27th. The office received a request from St. Clare’s VNA to perform blood pressure screenings on Tuesday, September 20th from 9:30-11. The breakfast will be taking place, so anyone that wants their pressure taken can do so.

BUILDING/GROUNDS: Grass has been planted and is growing. Quotes obtained for carpet cleaning were higher than anticipated, so the work will be done in-house as time permits. The original water heater has stopped working and must be replaced. The estimate to perform this work is \$12, 540. The storm last week caused extensive tree damage. Tree limbs were cut, ground and removed . The intercom system may have been impacted by the storm. Repairs have been made today. There is another leak in the wall on the 2nd floor. The location has been identified and repairs have begun today. However, in order for the repair to be completed and a new valve to be installed, water will need to be shut off to the entire building on Wednesday, Sept. 21st for a couple of hours. There has been no additional work done to the fire pump main to date.

ADMINISTRATION: Requests for proposals for snow removal have been advertised and will be ready for the regular October meeting.

FINANCE: A draft of our annual audit has been received. It is another perfect audit with no findings or deficiencies. Unfortunately, as per Governmental Accounting Standards Board 68, the agency’s total pension liability has been booked, reducing cash by approximately \$500,000. This does not capture the fact that the agency has been making regular contributions to an account for post-employee benefits.

PERSONNEL: There are no changes at this time.

COMMISSIONER ITEMS:

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.” Resident, Audrey Snyder, reported that her smoke alarm red light is blinking.

New Business:

Closed Session: A motion to enter closed session in order to discuss an open investigation was made by Cmsr. Nannery, seconded by Cmsr. Fiedorczyk at 6:00 PM. Motion approved. A motion to end closed session was made at 6:15pm by Cmsr. Fiedorczyk, seconded by Cmsr. Nannery. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Fiedorczyk; seconded by Cmsr. Rochelle. Motion approved, meeting adjourned at 6:35pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
October 17, 2016

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, October 17, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:31 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk.

Minutes of the September 19, 2016 regular monthly meeting were reviewed. Two changes were necessary, reflecting a change of the date of the resident breakfast and the inclusion of the estimated cost to replace the water heater. Cmsr. Leonardo made a motion to approve the minutes as amended; seconded by Cmsr. Fiedorczyk. Motion approved.

Bills for the period 9/6/16-9/30/16 were reviewed: There is a total of \$52,407.48 for normal operating prepaid. Motion made by Cmsr. Rochelle; seconded by Cmsr. Leonardo to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 9/30/16: general ledger balance \$52,989.91; tenant security/escrow \$56,361.10; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$39,069. Motion made by Cmsr. Rochelle; seconded by Cmsr. Fiedorczyk to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: Residents are holding a ham and potatodinner on Tuesday, October 25th at noon. Walgreens will be on site on Friday, November 4th for flu shots.

BUILDING/GROUNDS: Since the last meeting, the carpets have been cleaned and the new water heater has been installed. Rather than waiting until October 15th to turn the heat on, the heat was turned on as needed. While a majority of tenants have reported having too much heat, others have reported having no heat. Work to our system will be ongoing, as it was throughout the summer. One of two boilers was down due to electronic issues, but has been repaired today. Censors and temperatures have been reset, so there should be a noticeable difference this evening. The compactor cylinder needs to be removed and replaced. This work is scheduled to start Wednesday. The compactor will be shut down during the repairs. Tenants or their caregivers will be able to dispose of their trash in dumpsters located on the side of the building during office hours. After hours, the lids will be closed. The Town has been contacted again about the sink hole near the entryway. No further work has been done on the water main. There has been some mischief on the premises. A flower pot was taken, while the flower and dirt were left behind. The front door was switched to the off position, preventing it from opening automatically. The solar light tops have been repeatedly removed and displaced on the lawn. Proposals for snow removal have been obtained.

ADMINISTRATION: Our PHAS score has been elevated as a result of an increased score on the financial component. We are currently considered a Standard Performer with a score of 89. 90 and above are High Performers. Proposals for snow removal have been received and are ready for an award of contract.

FINANCE: Our audit has been received and reviewed by the Board. A copy of the synopsis will be published in the NJ Herald once the board certifies, through resolution, that it has reviewed it.

PERSONNEL: Janet has returned to work and will be on site 1 day a week or every other week for a few hours and will work remotely otherwise.

COMMISSIONER ITEMS: Cmsr. Nannery has partnered with Weiss on our behalf to hold a pizza party fundraiser. A choice of pizza toppings will be given. Residents will also have a choice of diet or regular soda or iced tea and water, a side salad and dessert. Dessert will be provided by Executive Director, Kim Iozzi.

OPEN TO THE PUBLIC “At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes.” Cmsr. Leonardo mentioned that the Kids for Kindness group would be coming to visit our residents. Janet Dodd, President of the Resident Association, suggested having the pizza party in December since there are so many activities taking place before that. The party will be December 6, 2016.

New Business: The Annual Audit has been completed. The board must certify that it has taken the time to review it. There are no findings. The Board was asked to sign the local authorities group affidavit form to acknowledge that they are, in fact, appointed members of the Housing Authority Town of Newton and that they certify that they have reviewed the report including the notes to financial statements, supplemental information, findings, comments and recommendations. The Board is asked to adopt Resolution (2016-) that acknowledges the same. Motion made by Cmsr. Fiedorczyk, seconded by Cmsr. Rochelle. Motion approved.

The Newton Housing Authority has received its Public Housing Assessment System (PHAS) score for fiscal year 2015. Out of a possible 40, the agency scored a 37 on the physical condition of the building, which is very good. Out of a possible 25 for its overall management, it scored 25. Out of a possible 10 for the capital fund management, it scored a 10. The financial score was 17 out of a possible 25, as a result of our cash reserves. This score has been elevated from a previous score of 7 as a result of some management decisions on the release of reserves from the project fund.

The Housing Authority has prepared its annual and capital fund budget for 2017. It is anticipated that there will be total revenues of \$681,585 and a total deficit of \$677,476. The entire resolution has been included in the Board packets. A roll call vote was taken. Cmsr. Nannery, yes; Cmsr. Fiedorczyk, yes; Cmsr. Leonardo, yes; Cmsr. Rochelle, yes. Motion approved.

Requests for proposals for snow removal have been obtained. There were only two. Gerber Landscaping maintained the same price as last year. \$130 per occurrence of snow plowing, \$130 for salt/calcium per occurrence, \$100 snow loader relocation of snow, \$100 sidewalk snow removal and \$25 per bag of potassium/calcium chloride for sidewalks. Pierson landscaping came in at the same for snow plowing and salt application per occurrence, but was \$500 for snow loading per occurrence and \$250 for sidewalk snow removal per occurrence. A motion to award the contract to Gerber Landscaping, 1011 Old Foundry Road, Newton, NJ 07860 for \$130 each plow/pass and \$130 each application of sand and salt mix, and \$100 for snow loader service for relocation of snow and removal of snow from the sidewalks at a rate of \$100 and/or \$25 per bag of potassium calcium chloride. Motion was made by Cmsr. Leonardo, seconded by Cmsr. Fiedorczyk. Motion approved.

At the last meeting, a resident made the board aware of the fact that people remain in the lobby when first responders are called to an apartment. She explained how horrible it is for the person being taken to the hospital to have spectators as they leave and asked if the board could consider taking a formal action to stop this behavior. The board has, in the past, prohibited residents from loitering in the lobby, but not by resolution. The Board decided to table the matter at this meeting in order to allow more discussion to determine the best approach to the situation.

Many of you have already noticed that Cmsr. Izquierdo is not present tonight. He has resigned from the Board as of September 19th. While serving on the Board from March 2012, he served as chairman and also worked on the personnel committee. He will be missed. Cmsr. Leonardo corrected the date and said it was actually 2008. A letter acknowledging his service will be sent from the office.

In light of Xavier's resignation and vacant governor's appointment position, the need to advertise for members has become apparent. With the town of Newton's support, the housing Authority will advertise for volunteers that either live or work in Newton that have professional expertise that lend itself to the mission of the public housing authority. Interested candidates will be asked to submit their information to the Town's volunteer website application and interviews will be conducted accordingly before appointments are made. A preference for a volunteer with legal, financing, or affordable housing development will be made. Members are required to complete five courses within 18 months in order to keep their appointment.

Adjournment: There being no further business, Motion was made by Cmsr. Rochelle; seconded by Cmsr. Leonardo. Motion approved, meeting adjourned at 6:02pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

**MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ
November 14, 2016**

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, November 14, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:31 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk.

Minutes of the October 17, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Rochelle. Motion approved.

Bills for the period 10/14/16-11/11/16 were reviewed: There is a total of \$64,821.89 for normal operating prepaid; CFP 2015 for \$14,879.05. Motion made by Cmsr. Rochelle; seconded by Cmsr. Fiedorczyk to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 10/31/16: general ledger balance \$71,376.45; tenant security/escrow \$57,040.82; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$39,069. Motion made by Cmsr. Fiedorczyk; seconded by Cmsr. Rochelle to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: A sale will be held on December 1st to help residents purchase decorative and gift items. A pizza luncheon will be held on Tuesday, December 6th at 12pm and Carolers will be coming from the Waterloo Methodist Church on the 11th. The Annual Resident Party will be on Thursday, December 15th at 12 pm. The Resident Association will purchase a new tree for the community room and luncheon proceeds will be used to purchase a new tree for the front lobby.

BUILDING/GROUNDS: The drain was repaired at the parking lot entrance. A large tree limb came down on the fence. Upon further inspection, a nearby tree was determined to be dead and has lost several large limbs. Both will be removed during the week of November 14th. A portion of our building still does not have access to the “free” wifi. In order to correct the problem and increase the signal for everyone, quotes to run wires internally and install antennas on each floor have been requested. It is anticipated that the labor and materials will cost as much as \$2,500 - \$5,000. No quotes have been received yet.

ADMINISTRATION: A request for proposals for fee accounting services and annual auditing services has been advertised. The proposals were due today. Proposals for legal services, routine generator service, and elevator service have also been advertised and are due December 1st. A request for quotes for annual inspection services has also been completed. Preparations have begun for annual re-certifications.

FINANCE: The State has reviewed our budget, requested additional clarification on numerous items and is expected to return for the Board's adoption.

PERSONNEL: There are no changes at this time. However, the need to update and revise the current personnel policy has been identified. It has not been revised since 2013. The Board may want to begin discussing a cost of living adjustment for 2017.

COMMISSIONER ITEMS: The 2017 meeting schedule was distributed in the board packet. Two positions remain open. The NJ Herald published a story about the need for volunteers. There has been no response to date. The annual reorganization meeting will be held next month.

Cmsr. Leonardo made a motion to approve the secretary's report; seconded by Cmsr. Fiedorczyk. Motion approved.

OPEN TO THE PUBLIC "At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes. No public report.

New Business: Two proposals were received to perform annual fee accounting services, one from Hymanson, Parnes and Giampaolo in the amount of \$14,353, the same cost as this year, and another in the amount of \$18,000 from Polcari & Co. After a lengthy discussion, the Board determined that it was in the best interest of the agency to offer the position to Polcari & Co. of 2035 Hamburg Turnpike, Unit H, Wayne, NJ 07470. Motion made by Cmsr. Leonardo; seconded by Cmsr. Rochelle. Motion approved. Two proposals were received to conduct the annual audit. One was from the newly-appointed fee accountant. Upon a review of the proposals, the Board will consider re-advertising in the future and did not make an appointment at this meeting.

Closed Session: A motion to enter closed session in order to discuss personnel matters was made by Cmsr. Rochelle, seconded by Cmsr. Fiedorczyk at 6:00 PM. Motion approved. A motion to end closed session was made at 6:15pm by Cmsr. Fiedorczyk, seconded by Cmsr. Leonardo. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Rochelle. Motion approved, meeting adjourned at 6:20pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board

MINUTES: HOUSING AUTHORITY OF THE TOWN OF NEWTON, NJ

December 12, 2016

REORGANIZATION MEETING

“In accordance with the Open Public Meetings Act, notice of this public meeting was given to the newspaper of record and posted on the official bulletin Board on December 30, 2015.”

The regular monthly meeting of the Board of Commissioners for the Newton Housing Authority was held on Monday, December 12, 2016 in the Community Room at Liberty Towers. The meeting was called to order by Chairman Nannery at 5:31 pm and roll call was taken. Chairman Nannery, Vice Chairman Carr (excused), Commissioner Rochelle, Cmsr. Leonardo, Cmsr. Fiedorczyk.

Minutes of the November 14, 2016 regular monthly meeting were reviewed. Cmsr. Leonardo made a motion to approve the minutes; seconded by Cmsr. Fiedorczyk. Motion approved.

Bills for the period 11/14/16-12/5/16 were reviewed: There is a total of \$25,646.04 for normal operating prepaid. Motion made by Cmsr. Rochelle; seconded by Cmsr. Nannery to approve payment of bills. Motion approved.

Communications:

Treasurer's Report: Account balances as of 11/30/16: general ledger balance \$78,198.20; tenant security/escrow \$57,043.16; and \$63,639.56 NJ Cash Management Fund; NHA Post Employee Benefit Cost, \$39,069. Motion made by Cmsr. Leonardo; seconded by Cmsr. Fiedorczyk to accept the Treasurer's report. Motion approved.

Secretary's Report/ Old Business:

RESIDENTS: Two apartments have been vacated. One has been filled, effective December 1st. The other will be occupied as of January 1, 2017. The associated parking spaces have been assigned to existing tenants on a waiting list for a space. Information packets for the recertification are being prepared for delivery to residents on the 2nd floor. The Annual Resident Party will be on Thursday, December 15th at 12 pm. The Resident Association and staff are working collaboratively on the event.

BUILDING/GROUNDS: An emergency bathroom renovation took place late in November. As a result of the work necessary to repair the unit, the tenants were afforded 5 nights in a hotel at no expense to them. The bathroom also received a new toilet seat, medicine cabinet and shower rod. The tenants have requested a new tile floor. However, there is nothing structurally wrong with the one in place. A quote has been solicited for this work and will be passed on to the tenant for their consideration. The glycol pump has been delivered. It will be installed in January. The boilers have been serviced and readjusted for more comfortable temperatures. A list of recommended parts is being prepared in order for us to have spares on site in the event of an emergency. An apartment has been determined to have an active bed bug infestation. The apartment was given its last treatment today. However, if bugs have been transferred into the vehicle or are continued to be brought in by guests, the apartment will need to be treated again to prevent spreading. Each treatment is \$800. The annual building and apartment inspection will take place in January.

ADMINISTRATION: Proposals for annual elevator and generator service/repair services as well as legal services have been obtained. Proposals for annual inspection services have also been obtained. On November 14, 2016, HUD issued a noticed entitled, "Guidance on Full Flexibility for eligible Small PHAs". As long as we are not designated as Troubled and the HA operates and maintains safe, clean and healthy conditions, as per REAC scoring, we have full flexibility to utilize operating and capital funds to fund eligible activities. Upon review, it must be determined that we have no significant capital needs or emergency needs; have a 5 year approved action plan and submit an annual budget for each year to include a work item for the transfer of funds from capital to operating. Otherwise, it may transfer up to 25% of funding received in 2015 and afterwards.

FINANCE: The budget is still uncertain as it appears as though Congress will likely adopt a continuing resolution through next April, funding programs at the current rates. The new administration will then have to agree on funding priorities from May 1 through September 30, 2017.

PERSONNEL: There are no changes at this time.

COMMISSIONER ITEMS: Three candidates have applied for consideration for commissioner appointments. One was deemed ineligible. Two are slated to be interviewed by the Town Council. Annual Reorganization will take place at tonight's meeting.

OPEN TO THE PUBLIC "At this point in the meeting, the Board of Commissioners welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Main Office of the Newton Housing Authority after making your comments so it may be properly reflected in the minutes. Barbara made \$125 for the Resident Association selling breads and snacks

New Business: Two proposals were received to perform annual inspection services. Cmsr. Rochelle made a motion to award the contract to The Inspection Group in the amount of \$700; seconded by Cmsr. Leonardo. Motion approved. One proposal was obtained for legal services from the law firm of Feinstein, Raiss, Kelin & Booker, LLC that included meeting and meeting preparation cost not to exceed \$32,000; cost per tenant-landlord matters not to exceed \$60,000 and the cost for all other matters not to exceed \$10,000. Motion made by Cmsr. Leonardo to Feinstein, Raiss, Kelin & Booker, LLC, 290 W. Mt. Pleasant Ave, suite 1340, Livingston, NJ 07039; seconded by Cmsr. Rochelle. Motion approved. One proposal was obtained for elevator repair and maintenance services from Standard Elevator for \$600 per month with a material mark-up percentage of 15% and additional charges to include additional service rates at \$180. A motion was made by Cmsr. Nannery to award the contract to Standard Elevator, 68 Union Avenue, Clifton, NJ 07015; seconded by Cmsr. Fiedorczyk. Motion approved. Two proposals were obtained for generator repair and maintenance services. Kraft Power Corp, 241 W. Pk. Way, Pompton Plains, NJ 07444 proposed a lump sum of \$740; non-emergency service visits at \$110.50 per hour and emergency service at varying rates, depending on what time. (\$163.22 for 4-8pm M-Saturday; \$215.40 after 8pm M-U and \$276.25 on holidays). EM Electrical Contractors of 80 Merriam Avenue, Newton, NJ 07860 proposed a price of \$750 with non-emergency rates at \$125 per hour and Emergency visits at \$225 per hour, regardless of the time or day. After a brief discussion about the uncertainty of when calls might occur and the potential for response times to occur later, the Board decided to award the contract to EM Electrical with the condition that they lower the lump sum to match the other proposer's rate. Motion made by Cmsr. Leonardo; seconded by Cmsr. Nannery. Motion approved. The Board held its annual election of officers. Cmsr. Leonardo nominated Cmsr. Nannery to serve as Chairman; seconded by Cmsr. Rochelle. Motion approved. Motion followed by Cmsr. Fiedorczyk to nominate Cmsr. Carr to remain Vice-Chairman; seconded by Cmsr. Nannery.. Motion approved. Cmsr. Nannery and Fiedorczyk reported that the personnel committee met to discuss cost of living adjustments and recommended a 2% increase for staff. Cmsr. Leonardo made a motion to authorize the 2% increase, effective January 1, 2017; seconded by Cmsr. Rochello. Motion approved.

Adjournment: There being no further business, Motion was made by Cmsr. Nannery; seconded by Cmsr. Leonardo. Motion approved, meeting adjourned at 6:01pm.

Respectfully submitted,

Kimberly Iozzi, PhD, Secretary to the Board