

# AGENDA

October 1, 2014

**1. CALL TO ORDER**

*Pledge of Allegiance (Please stand)*

**2. ROLL CALL**

**3. ANNOUNCEMENT OF OPEN MEETINGS ACT**

*The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Phillipsburg Housing Authority has caused notice of this meeting to be published by having the date, time, and place posted in the Phillipsburg Housing Authority Lobby, the Phillipsburg Municipal Building Lobby, filed with the Phillipsburg Town Clerk, and advertised in the Express-Times.*

**4. PUBLIC COMMENT**

**5. VISITORS**

**6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 10, 2014**

**7. BILLS** – September, 2014

**8. COMMUNICATIONS**

Thank you received from NORWESCAP for use of Community Room for Food Bank

**9. REPORT OF THE SECRETARY – TREASURER**

- a. Move outs – September, 2014
- b. Move ins – September, 2014
- c. List of applications – September, 2014
- d. Vacancy Report

**10. REPORT OF COMMITTEES**

FINANCE/BANK BALANCES – September, 2014

MAINTENANCE

Monthly Activity Report

RESIDENTS

DEVELOPMENT/MODERNIZATION  
PERSONNEL

**11. ADMINISTRATIVE REPORT**

Executive Director's Report

**12. NEW BUSINESS**

**Resolution #: 1257** Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2014 & ending June 30, 2015

**WHEREAS**, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of October 1, 2014; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for Adoption reflects Total Revenues of \$4,754,557; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,744,030 and Total Fund Balance utilized of \$0;

**WHEREAS**, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$570,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on October 1, 2014; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2014 and ending 6/30/2015; hereby Adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

**RESOLUTION #: 1258** Approval of Payment to TC Safety Supply Company

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$5,979.00 to *TC Safety Supply Company* for Safety Railing.

**Resolution #: 1259** Approval of Write-offs for July, 2014 through September, 2014

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$ 16,050.57 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Collection Losses	\$12,700.67
<u>Amp II</u>	
Collection Losses	<u>\$ 3,349.90</u>
<b>TOTAL WRITE-OFFS</b>	<b>\$16,050.57</b>

**Resolution #: 1260** Approval of Payment to Parette-Somjen

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$550.00 to Parette-Somjen for Renovation of Andover-Kent Towers.

**Resolution #: 1261** Viking Pest Control

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Pest Control Services to "Viking Pest Control" at the rate of \$135 per week.

**Resolution #: 1262** E & G Exterminators

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Bed Bug Services to "E & G Exterminators" at the rates listed below:

- \$500 for 3 Treatments for an Efficiency Unit
- \$525 for 3 Treatments for a One Bedroom Unit
- \$550 for 3 Treatments for a Two Bedroom Unit
- \$575 for 3 Treatments for a Three Bedroom Unit
- \$600 for 3 Treatments for a Four Bedroom Unit

**Resolution #: 1263** E & G Exterminators

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Services of a Certified Bed Bug Dog to "E & G Exterminators" at the rate of \$2,000 per year for biannual inspections.

**RESOLUTION #: 1264** Approval of Payment to Appliance Brokers, LTD.

**BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,680.00 to *Appliance Brokers, LTD* for Replacement Refrigerators.

**EXECUTIVE SESSION**

**13. ADJOURNMENT**