

AGENDA

October 4, 2017

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. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 7, 2017

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF SEPTEMBER 7, 2017

6. BILLS –SEPTEMBER, 2017

7. COMMUNICATIONS

8. REPORT OF THE SECRETARY – TREASURER

- a. Move outs September 2017
- b. Move ins September 2017
- c. List of applications September 2017 (Waiting Lists Closed)
- d. Vacancy Report

9. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – September 2017

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

10. ADMINISTRATIVE REPORT

Executive Director's Report

11. NEW BUSINESS

RESOLUTION#: 1527 - Approval to Close-out the 2013 Capital Fund

BE IT RESOLVED, by the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the Final 2013 Capital Fund Program and approve HUD 50075.1 Annual Statement/Performance and Evaluation Report to Close-Out the 2013 Capital Fund Program and submit to U.S. Department of Housing and Urban Development (HUD).

RESOLUTION#: 1528 - Emergency Services for Air Conditioning Unit at John F. O'Donnell Apartments

BE IT RESOLVED, at the recommendation of Brian Hirosky, Facilities/Operations Manager, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Air Conditioning Unit at the John F. O'Donnell Apartment Complex at a cost not to exceed Twenty-three thousand five hundred twenty-nine (\$23,529.00) Dollars without prior approval from the Board of Commissioners.

RESOLUTION#: 1529 - Approval of Payment to Carrier Corporation

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$23,529.00 to "*Carrier Corporation*" to replace the failed pump motor with a new motor and shaft seal kit, A2 compressor, contactor cover, and filter driers. Crane lift and necessary labor.

RESOLUTION#: 1530 - Approval of Payment to Ferguson Enterprises, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$45,887.40 to "*Ferguson Enterprises, Inc.*" for the purchase of bathroom vanities and countertops.

RESOLUTION#: 1531 - Approval of Payment to Home Depot Credit Services

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$60,338.90 to "*Home Depot Credit Services*" for the purchase of kitchen cabinets and countertops.

RESOLUTION#: 1532 - Approval of Payment to Harvey Industries, Inc.

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$35,795.87 to "*Harvey Industries, Inc.*" for the purchase of Cut and Drop Metal Roofing, Alum Kynar, Mastic SVG, Quad Max, Drexel Clips & Drexel Low Profile Screws.

RESOLUTION#: 1533 - Approval of Authorization of Signatures on all Checks

WHEREAS, the *Housing Authority of the Town of Phillipsburg* requires that all checks carry two signatures; and,

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the authorized signatures of checks carrying two signatures be designated as the Chairman or Vice Chairman, and the Executive Director, Secretary-Treasurer and,

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the checks drawn on the Payroll Fund are to carry the signature of the Executive Director, Secretary-Treasurer and the Chairman; and,

BE IT RESOLVED, that in the absence of the Chairman or Vice Chairman that Commissioners Mugavero, Shelly & Swick are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the Payroll Fund where the Executive Director, Secretary-Treasurer and Chairman are so authorized.

BE IT FURTHER RESOLVED, that in the absence of the Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

BE IT FURTHER RESOLVED, the Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioner approved in this resolution, along with the Executive Director, Secretary-Treasurer is authorized to exercise the following powers:

- (1) Open any deposit or share account(s) in the name of the Authority
- (2) Endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution.

BE IT FURTHER RESOLVED, that this resolution, effective October 4, 2017 supersedes all previous resolutions covering signatures on checks of the *Housing Authority of the Town of Phillipsburg, New Jersey*.

NOW THEREFORE BE IT FURTHER RESOLVED, this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

12. PUBLIC COMMENTS

EXECUTIVE SESSION

13. ADJOURNMENT