

# AGENDA

October 5, 2016

**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. VISITORS** -None

**5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 7, 2016**

**6. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF SEPTEMBER 7, 2016**

**7. BILLS** -September, 2016

**8. COMMUNICATIONS**

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

- a. Move outs September, 2016
- b. Move ins September, 2016
- c. List of applications September, 2016
- d. Vacancy Report

**10. REPORT OF COMMITTEES**

FINANCE/BANK BALANCES - September, 2016

MAINTENANCE

Monthly Activity Report

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

**11. ADMINISTRATIVE REPORT**

Executive Director’s Report –

Distribution of updates in Personnel Policy for discussion as recommended by Joint Insurance Fund  
Discussion on Bereavement Policy

**12. NEW BUSINESS**

**RESOLUTION#: 1433 –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 \$1,899.00 to “Home Depot Credit Services” for 504 Kneedler Avenue.

**RESOLUTION#: 1434 –Payment to “Ferguson Enterprises”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$503.38 to “Ferguson Enterprises.” for Annex Maintenance Building, Second Floor.

**RESOLUTION#: 1435 –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 \$305.31 to “Home Depot Credit Services” for 504 Kneedler Avenue.

**RESOLUTION #: 1436 Ehrlich, Inc.**

**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 “Ehrlich” at the rate of \$143 per week for the period of October 15, 2016 to October 14, 2017, recommendation pending Attorney Review.

**RESOLUTION #: 1437 Anchor**

**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 “Anchor” at the rates listed below for October 15, 2016 to October 14, 2018, recommendation pending Attorney Review.

<u>YEAR ONE</u>		<u>YEAR TWO</u>
\$15	for Office Areas	\$ 20
\$15	for Community Rooms	\$ 20
\$450	for 3 Treatments for an Efficiency Unit	\$475
\$475	for 3 Treatments for a One Bedroom Unit	\$500
\$500	for 3 Treatments for a Two Bedroom Unit	\$525
\$525	for 3 Treatments for a Three Bedroom Unit	\$550
\$550	for 3 Treatments for a Four Bedroom Unit	\$575

**13. PUBLIC COMMENTS**

**EXECUTIVE SESSION**

Review updated Job Description Executive Assistant/Office Manager

**14. ADJOURNMENT**