

AGENDA

December 1, 2021

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 ensure 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, advertised in the Express-Times and on the Phillipsburg Housing Authority Website.

4. PUBLIC COMMENTS

5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 3, 2021

6. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING ON NOVEMBER 3, 2021

7. BILLS – NOVEMBER 2021

8. COMMUNICATIONS

9. ADMINISTRATIVE REPORT

(Executive Director's Report)

10. REPORT OF THE SECRETARY TREASURER

- a. Move Outs
- b. Move Ins
- c. List of Applications
- d. Vacancy Report

11. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

12. NEW BUSINESS

RESOLUTION #: 1898- Approval to Rescind Resolution #1897 Awarding Concrete Services to “Custom Masonry”

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg had approved Resolution #:1897 awarding Concrete Services to “Custom Masonry”; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg wishes to rescind Resolution #: 1897 due to revised specifications; and,

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves rescinding Resolution #: 1897 due to revised specifications.

RESOLUTION #: 1899 Approval to Reject All Proposals Received for Concrete Services

WHEREAS, the Housing Authority of the Town of Phillipsburg has advertised for bids for Concrete Services;

WHEREAS, the Housing Authority of the Town of Phillipsburg wishes to Reject All of the following Proposals due to Revised Specifications; and,

Concrete Services

A-Tech Concrete Co.	<u>\$371,700.00</u>
Samson Concrete	<u>\$310,500.00</u>
Custom Masonry	<u>\$174,990.00</u>

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby rejects the above proposals for concrete services due to revised specifications.

RESOLUTION #: 1900 - APPOINTMENT OF FUND COMMISSIONER

WHEREAS, the *Housing Authority of the Town of Phillipsburg* (member) is a member of the *New Jersey Public Housing Authority Joint Insurance Fund*; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the authority as its’ representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint Thomas F. McGuire as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2022.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG AT A MEETING HELD ON DECEMBER 1, 2021.

RESOLUTION #: 1901 - Approval of Write-offs for December 2021 for Amp I

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$15,870.87 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 2,731.00
Vacate Charges	\$ 12,438.89
Other monies owed	\$ 700.98
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$15,870.87</i>

RESOLUTION #: 1902 - Approval of Write-offs for December 2021 for Amp II

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$496.44 for the following:

<u>Amp II</u>	
Rent Losses	\$ 493.71
Vacate Charges	\$ 2.73
Other monies owed	\$ 0.00
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$ 496.44</i>

RESOLUTION #: 1903 - Approval of payment to “W2A Design Group

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “W2A Design Group” and;

WHEREAS, “W2A Design Group” is hereby requesting payment in the amount of \$630.00 for Completion of the Community Building Roof; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$630.00 for Completion of the Community Building Roof.

RESOLUTION #: 1904- Approval Payment in Lieu of Taxes (PILOT) in the amount of \$158,899.90

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of \$158,899.90 to the Town of Phillipsburg.

RESOLUTION #: 1905 - APPROVAL FOR ANTICIPATED EMERGENCY REPAIR FOR RICWELL LEAK IN HECKMAN TERRACE ANNEX

WHEREAS, the *Housing Authority of the Town of Phillipsburg* in anticipation needing to obtain emergency services; and,

WHEREAS, Acting Executive Director McGuire contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them of the situation; and

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the anticipated repairs to the Ricwell at the Heckman Terrace Annex for labor and materials; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said anticipated repairs to the Ricwell at the Heckman Terrace Annex for labor and materials.

13. COMMISSIONER COMMENTS

EXECUTIVE SESSION (If needed)

14. ADJOURNMENT