

# AGENDA

December 5, 2018

**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 NOVEMBER 7, 2018**

**5. BILLS – November 2018**

**6. COMMUNICATIONS**

**7. VISITORS**

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

- a. Move ins November 2018
- b. Move outs November 2018
- c. Applications November 2018
- d. Vacancy Report

**9. REPORT OF COMMITTEES**

FINANCE/BANK BALANCES – November 2018

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

**10. ADMINISTRATIVE REPORT**

Executive Director's Report

## 11. NEW BUSINESS

**RESOLUTION#: 1650- Approval of Payment to “Magic Touch Construction”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,349.09 to “*Magic Touch Construction*” for AMP1 Light Installations.

**RESOLUTION#: 1651- Approval of Payment to “Union Fuel Company”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,200.00 to “*Union Fuel Company*” for new furnace.

**RESOLUTION#: 1652- Approval of Payment to “Magic Touch Construction”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$6,486.05 to “*Magic Touch Construction*” for AMP1 Light Installations.

**RESOLUTION#: 1653- Approval of Payment to “Magic Touch Construction”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,349.24 to “*Magic Touch Construction*” for AMP1 Light Installations.

**RESOLUTION#: 1654- Approval of Payment to “Magic Touch Construction”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,962.99 to “*Magic Touch Construction*” for AMP1 Light Installations.

**RESOLUTION#: 1655- Approval of Payment to “Spectrum of Floors”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$6,077.50 to “*Spectrum of Floors*” for flooring for John F. O’Donnell Apartment Building.

**RESOLUTION#: 1656- Approval of Payment to “A-1 Surveillance, LLC”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$13,872.00 to “*A-1 Surveillance, LLC*” for cameras & technical supplies.

**RESOLUTION#: 1657 APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING**

**WHEREAS**, The Phillipsburg Housing Authority, Phillipsburg, NJ is required to include earnings on net assets in excess of \$5,000 as tenant income in calculation of rent. The interest amount is to be determined by the Housing Authority annually and is based on the Savings National Rate in effect at the time of establishing the rate. The rate the Housing Authority establishes is to be within 75 basis points (plus or minus .75 percent (.75%) and may not be less than 0 percent (0%).

**THEREFORE, BE IT RESOLVED**, The Phillipsburg Housing Authority Board of Commissioners establish the passbook rate for earnings on net assets in excess of \$5,000 at 1.5% for calendar year 2019.

**RESOLUTION#: 1658 APPROVAL FOR THE REHABILITATION FEASIBILITY REPORT FOR RAD TRANSITION**

**WHEREAS**, the Housing Authority of Phillipsburg has been awarded approval from HUD to convert to RAD, and;

**WHEREAS**, the process for conversion to RAD includes the completion of a Section 18 obsolescence report for each complex deemed appropriate, and;

**WHEREAS**, the Authority through a fair and open process competitively solicited proposals for the completion of the Section 18 obsolescence report, and;

**WHEREAS**, 3 responsive proposals were received for the preparation of the reports, and;

**WHEREAS**, EMG Corp. submitted the lowest competitive proposal in the amount of \$ 9,250.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Housing Authority of Phillipsburg awarding an agreement to EMG Corp. for the preparation of a Section 18 obsolescence report in accordance with the request for proposals in the amount of \$ 9,250.

**RESOLUTION#: 1659 APPROVAL FOR THE RAD PHYSICAL CONDITION ASSESSMENTS**

**WHEREAS**, the Housing Authority of Phillipsburg has been awarded approval from HUD to convert to RAD, and;

**WHEREAS**, the process for conversion to RAD includes the completion of an RPCA and energy audit for each complex, and;

**WHEREAS**, the Authority through a fair and open process competitively solicited proposals for the completion of RPCA's and energy audits, and;

**WHEREAS**, 4 responsive proposals were received for the preparation of the reports, and;

**WHEREAS**, EMG Corp. submitted the lowest competitive proposal in the amount of \$ 33,860.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Housing Authority of Phillipsburg awarding an agreement to EMG Corp. for the preparation of RPCA's in accordance with the request for proposals in the amount of \$ 33,860.

**RESOLUTION#: 1660 Approval Awarding Risk Management Services to "Alamo Risk Management Services"**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the bid award for Risk Management Services to "Alamo Risk Management Services" effective January 1, 2019 through December 31, 2020.

**RESOLUTION#: 1661 Emergency Repair for Heat Wheel in the Heckman House**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* experienced the need to obtain emergency Services; and,

**WHEREAS**, Brian Hirosky, Facilities/Operations Manager recommended to Paul Rummerfield, Executive Director the need for this repair due to the anticipated cold wave and the building being occupied by disabled tenants and seniors; and

**WHEREAS**, Executive Director Rummerfield 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 necessary repairs to the Heat Wheel at the Heckman House Apartment Complex at a cost not to exceed Three thousand six hundred seventy-five (\$3,675.00) Dollars to MPA without prior approval from the Board of Commissioners.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to the Heat Wheel at the Heckman House Apartment Complex at a cost not to exceed Three thousand six hundred seventy-five (\$3,675.00) Dollars to MPA without prior approval from the Board of Commissioners.

## **12. PUBLIC COMMENTS**

### **EXECUTIVE SESSION**

## **13. ADJOURNMENT**