

AGENDA

December 3, 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. VISITORS

5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF November 5, 2014

6. BILLS – November, 2014

7. COMMUNICATIONS

8. REPORT OF THE SECRETARY – TREASURER

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

9. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – – November, 2014

MAINTENANCE

Monthly Activity Report

RESIDENTS –

Correspondence (Resident Advisory Committee)

ROSS Coordinator will be holding Healthy Bones Informational Workshop on November 24 at JOD Apartments at 10:30 AM and Heckman House Apartments at 11:30 AM.

Pastor Scott from Phillipsburg Alliance Church to hold even in PHA Community Room for Residents on December 21st at 1:30 PM – Church Choir will then sing Carols in Heckman House at 2:30 PM

Phillipsburg Middle School will sing carols at Heckman House on December 17th from 3:45 to 5:45 PM.

DEVELOPMENT/MODERNIZATION

PERSONNEL

10. ADMINISTRATIVE REPORT

Executive Director's Report

11. NEW BUSINESS

Resolution #: 1270 Approve the appointment of Joanne Tersigni, Administrative Assistant as the OPRA Custodian of Records.

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby appoints Joanne Tersigni, Administrative Assistant as the OPRA Custodian of Records.

Resolution #: 1271 Approve "Purchase of Natural Gas "from Woodruff Energy

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for the Purchase of Natural Gas to "Woodruff Energy" at the fixed term rate of .563 per therm.

Resolution #: 1272 Approve changes to Appendix G of the ACOP

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves the changes to the Admission and Continued Occupancy Policy - Appendix G (Pet Policy).

Resolution #: 1273 Approval of Write-offs for October, 2014 through December, 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 \$ 23,079.31 for the following:

| <u>Amp 1</u> | <u>Total Amounts</u> |
|-------------------------------|----------------------|
| Rent Losses | \$ 8,495.62 |
| Vacate Charges | \$ 8,585.85 |
| Other monies owed | \$ 3,571.20 |
| TOTAL WRITE-OFFS AMP I | \$20,652.67 |

Amp II

| | |
|-------------------|-------------|
| Rent Losses | \$ 1,867.69 |
| Vacate Charges | \$ 373.95 |
| Other monies owed | \$ 185.00 |

TOTAL WRITE-OFFS AMP I \$ 2,426.64

Resolution #: 1274 Approve Health Flexible Spending Account & Dependent Care Flexible Spending Account

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby approves that the form of Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective January 1, 2015, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan

RESOLUTION #: 1275 Approval of Payment to Tenmast Software

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$5,562.50 to Tenmast Software for Software.

RESOLUTION #: 1276 Approval of Payment to Aton Computing, Inc.

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$2,653.20 to Aton Computing, Inc..

RESOLUTION #: 1277 Approval of Payment to General 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 \$2,450.00 to General Supply Company for Metal Door and Frame for Annex Community Room.

RESOLUTION #: 1278 Approval of Payment to Pride Construction

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$4,000.00 to Pride Construction for the Installation of Steps in Amp 24-1, Community Room Entrance.

EXECUTIVE SESSION – (if needed)

12. ADJOURNMENT