

AGENDA

DECEMBER 6, 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 NOVEMBER 1, 2017

5. BILLS – NOVEMBER, 2017

6. COMMUNICATIONS

7. REPORT OF THE SECRETARY – TREASURER

- a. Move outs November 2017
- b. Move ins November 2017
- c. Vacancy Report

8. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – November 2017

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

9. ADMINISTRATIVE REPORT

Executive Director's Report

10. NEW BUSINESS

RESOLUTION#: 1542- Emergency Services for Concrete inside Pole Building in Heckman Terrace Annex

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 concrete work for the floor of the pole building located in Heckman Terrace Annex to “*Pride Construction*” at a cost not to exceed Nine-thousand nine hundred (\$9,900.00) Dollars without prior approval from the Board of Commissioners. It was necessary to use Pride Construction rather than the lowest quote due to the fact that Fetterville’s contractor was unable to meet the deadlines that they originally gave us, and with cold temperatures approaching and concrete work required, Pride was able to start immediately as opposed to the other contractors who couldn’t.

RESOLUTION#: 1543 - Approval of Payment to Cooper Electric Supply Company

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,901.00 to “*Cooper Electric Supply Company*” for the purchase of LED Lights for the Heckman House.

RESOLUTION#: 1544 - Approval of Payment to J. Pip’s Paving

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,500.00 to “*J Pip’s Paving*” for seal coating of office parking lot.

RESOLUTION#: 1545 - Approval of Payment to New Egg Business Incorporated

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$11,970.47 to “*New Egg Business Incorporated*” for the purchase of various technology supplies.

RESOLUTION#: 1546 - 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 \$8,888.00 to “*Home Depot Credit Services*” for the purchase of LED Lights for the Family Units.

RESOLUTION #: 1547 Approve the Inter-local Agreement for the purchase of gasoline, motor fuel and rock salt with the Town of Phillipsburg for the 2018 calendar year.

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby approves the Inter-local Agreement for the purchase of gasoline, motor fuel, and rock salt for the 2018 calendar year between the Town of Phillipsburg and Housing Authority.

RESOLUTION #: 1548 Approve Paul Rummerfield as Fund Commissioner for the New Jersey Public Housing Authority Joint Insurance

BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint W. Paul Rummerfield as its FUND COMMISSIONER for the New Jersey Public Housing Authority Joint Insurance Fund for the Fund Year 2018.

RESOLUTION#: 1549- 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 Bid for the Purchase of Natural Gas to “*Woodruff Energy*” at the fixed term rate of .4437 per therm.

RESOLUTION#: 1550 - Approval to Award Dental Contract to Delta Dental

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby reappoints "Delta Dental." for Dental Coverage from January 1, 2018 through December 31, 2018 at the following rates:

One Party	\$51.86
Two Party	\$100.34
Three Party	\$170.20

RESOLUTION#: 1551 - Approve changes to Exhibit XIII of the ACOP

WHEREAS, The Commissioners of the Housing Authority of Phillipsburg are desirous of updating the application process, and

WHEREAS, the following method for submitting pre-applications will take effect immediately for all person/persons applying for housing:

- 1) Pre-application **must be submitted online** by applying through the Phillipsburg Housing Authority website.
- 2) Pre-applications can only be made online by using a personal computer, laptop, smartphone and/or tablet with internet access.
- 3) Any person not having internet access will be able to submit an application by coming to the Phillipsburg Housing Authority Administrative Office. A Computer will be available for all applicants not having internet access. Any applicant who has difficulty using a computer can request assistance from the Housing Authority **by scheduling an appointment in advance**.
- 4) No paper applications will be distributed or accepted effective immediately.
- 5) Only one pre-application per household will be accepted, duplicate pre-applications will be rejected.

BE IT RESOLVED, the above method for applying for Housing will take effect immediately and will be the only method for submitting pre-applications.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Phillipsburg does hereby approve the above method for accepting pre-applications and it will be incorporated into Admission and Occupancy Policy.

11. PUBLIC COMMENTS

EXECUTIVE SESSION

12. ADJOURNMENT