

AGENDA

February 6, 2019

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 DECEMBER 5, 2018

5. BILLS – December 2018 & January 2019

6. COMMUNICATIONS – Letter from DCA appointing new Governor Appointment

7. REPORT OF THE SECRETARY – TREASURER

- a. Move outs December 2018 & January 2019
- b. Move ins December 2018 & January 2019
- c. List of applications December 2018 & January 2019 (Waiting List is Closed)
- d. Vacancy Report

8. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – December 2018 & January 2019

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

9. ADMINISTRATIVE REPORT

Executive Director's Report

10. NEW BUSINESS

RESOLUTION #: 1662 - Approve Payment In Lieu of Taxes (PILOT) in the amount of \$135,346.00

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of \$135,346.00 to the Town of Phillipsburg.

RESOLUTION #: 1663 - Appointment of "JIF Fund Commissioner"

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 2019.

RESOLUTION#: 1664- Approval of Payment to "A1 Security Cameras"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,200.00 to "A1 Security Cameras" for Technology Equipment.

RESOLUTION#: 1665- Approval of Payment to "Newegg Business, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$817.36 to "Newegg Business, Inc." for Technology Equipment.

RESOLUTION#: 1666- Approval of Payment to "Management Computer Services, Inc."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$10,900.00 to "Management Computer Services, Inc." for Software program.

RESOLUTION#: 1667- Approval of Payment to "Current Elevator Technology."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$66,727.80 to "Current Elevator Technology." for Elevator revamp at Andover-Kent Towers.

RESOLUTION#: 1668- Approval of Payment to "VDA, LLC."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,400.00 to "VDA, LLC." for Maintenance Contracts at Andover-Kent Towers, Heckman House Apartments, & John F. O'Donnell Apartments.

RESOLUTION#: 1669- Approval of Payment to "Current Elevator Technology."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$99,000.00 to "Current Elevator Technology" for Elevator revamp at Andover-Kent Towers.

RESOLUTION#: 1670- Approval of Payment to "Universal Court Contractors."

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$6,500.00 to "Universal Court Contractors" for Heckman Terrace & Heckman Terrace Annex.

RESOLUTION#: 1671 - Approval for PHA to reject Bid for “Payroll Services”

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for “Payroll Services”, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received one bid, and;

WHEREAS, the Housing Authority of the Town of Phillipsburg Personnel reviewed the bids and it was determined that the bid did not contain all required documentation, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the bid for Payroll Services, to continue services with present vendor and advertise in November, 2019.

RESOLUTION#: 1672 - EMERGENCY REPAIR OF FIRE ALARM PANEL IN 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 immediate repair due the fire alarm not working; 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 Fire Panel at the Heckman House Apartment Complex at an estimated cost of Twenty-five thousand (\$25,000.00) Dollars and additional labor costs to Simplex/Johnson Controls 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 Fire Panel at the Heckman House Apartment Complex at a cost estimated at Twenty-five thousand (\$25,000.00) Dollars for the fire panel and additional labor charges to Simplex/Johnson Controls without prior approval from the Board of Commissioners.

RESOLUTION #: 1673 - Approval for one-month Extension of Temporary Shared Services with Newton Housing Authority

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes the Phillipsburg Housing Authority and the Executive Director to enter into a one (1) month extension expiring on February 28, 2019 for the shared services agreement with the Newton Housing Authority to continue to provide managerial services on a temporary basis.

RESOLUTION #: 1674- APPROVAL OF INTER-LOCAL AGREEMENT FOR THE PURCHASE OF GASOLINE, MOTOR FUEL & ROCK SALT WITH THE TOWN OF PHILLIPSBURG FOR THE 2019 CALENDAR YEAR

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with “*The Town of Phillipsburg*” for the purchase of gasoline, motor fuel and rock salt.

RESOLUTION#: 1675 - Approval to Accept Proposal to Complete Heckman House Vestibule from “CMG of Easton, Inc.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for the Heckman house Vestibule, and;

WHEREAS, *Housing Authority* received Proposals from “*CMG of Easton, Inc.*” only, and;

WHEREAS, *Housing Authority* Personnel reviewed said proposal and found that “*CMG of Easton, Inc.*” met all of the required specifications in the Request for Proposal.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Heckman House Vestibule to “*CMG of Easton, Inc.*” in the amount of \$69,900.00.

RESOLUTION #: 1676 – RESOLUTION OF APPRECIATION FOR ROBERT LARSEN

WHEREAS, Robert Larsen, has served with distinction on the *Phillipsburg Housing Authority Board of Commissioners* since June 2, 2011, having fulfilled his term and continuing until a new member was appointed on February 4, 2019.

WHEREAS, Robert Larsen has played a major role on the board of the *Phillipsburg Housing Authority*; and,

WHEREAS, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, would like to extend our deepest appreciation of his term on the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* express our sincere gratitude to Mr. Larsen for his contributions to the Board.

RESOLUTION #: 1677 - Approve the Inter-local Agreement for Solid Waste Disposal with the Pollution Control Financing Authority of Warren County

BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby approves the Inter-local Agreement for Solid Waste Disposal with the “*Pollution Control Financing Authority of Warren County*” commencing on March 1, 2019 and terminating on February 28, 2020 at the rate of \$79.00 per ton plus \$3.00 NJDEP Recycling Tax.

RESOLUTION #: 1678- Approval of Write-offs for January, 2019

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

Amp 1	Total Amounts
Rent Losses	\$28,656.32
Vacate Charges	\$15,647.24
Other monies owed	<u>\$ 8,735.10</u>
TOTAL WRITE-OFFS AMP I	<u>\$53,038.66</u>
Amp II	
Rent Losses	\$ 2,970.84
Vacate Charges	\$ 2,509.29
Other monies owed	<u>\$ 189.54</u>
TOTAL WRITE-OFFS AMP I	<u>\$ 5,669.67</u>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 & AMP 2 Total Collection Losses of \$ **58,708.33** and hereby adopts said Resolution #: **1678** and approves Collection Losses for AMP 1 & 2 totaling \$ **58,708.33**.

11. PUBLIC COMMENTS

EXECUTIVE SESSION

12. ADJOURNMENT