

AGENDA

March 1, 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. VISITORS – William Katchen, Accountant & Michael Maurice, Auditor

5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 1, 2017

6. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF FEBRUARY 1, 2017

7. BILLS –February, 2017

8. COMMUNICATIONS – NONE

9. REPORT OF THE SECRETARY – TREASURER

- a. Move outs February, 2017
- b. Move ins February, 2017
- c. List of applications February, 2017
- d. Vacancy Report

10. REPORT OF COMMITTEES

FINANCE/BANK BALANCES –February, 2017

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

11. ADMINISTRATIVE REPORT

Executive Director's Report

12. NEW BUSINESS

RESOLUTION#: 1470 - Approval of July 1, 2015 – June 30, 2016 Audit and submittal to HUD for approval

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended June 30, 2016, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “General Comments and Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2016 and , specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

RESOLUTION#: 1471 - Approval of Amending an Adopted Budget

WHEREAS, the *Housing Authority of the Town of Phillipsburg* previously adopted a NJ Budget for the year of 2016, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of amending the adopted Budget due to changes in proposed operating expense, specifically administrative and maintenance salaries.

WHEREAS, the following line items of the Budget are amended:

Appropriations	Original	Amended
Total Administration	\$1,353,650	\$1,363,900
Total Cost of Providing Services	\$3,437,750	\$3,408,740
Total Appropriations	\$4,791,400	\$4,772,640
Surplus Appropriated	\$ 0	\$ 0

WHEREAS, the proposed changes have been approved by the Board of Authority.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approve by amendment to the 2016 adopted Budget and authorizing the Executive

Director to send to the State of New Jersey Bureau of Authorities this Resolution and amended Budget pages after approval.

RESOLUTION #: 1472 -Introduction of the 2017 Phillipsburg Housing Authority Budget and approval for the submittal to DCA & HUD

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 has been presented before the *Board of Commissioners of the Housing Authority* at it's open public meeting on March 1, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,795,900. Total Appropriations including any Accumulated Deficit, if any, of \$4,636,550 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 570,000 and Total Fund Balance planned to be utilized as funding thereof \$ -0-; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on March 1, 2017; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2017 and ending 6/30/2018; hereby approve and will be considered for adoption on June 7, 2017.

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 7, 2017.

RESOLUTION #: 1473 -Approval of the Operating Budgets for COCC and all Projects approved by the Board

BE IT RESOLVED, that John Korp, Chairman of the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby certifies on behalf of the Board of Commissioners that: All statutory and regulatory requirements have been met; The PHA has sufficient operating reserves to meet the working capital needs of its development. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents; The budget indicates a source of funds adequate to cover all proposed expenditures; The PHA will comply with the wage rate requirement under 24 CFR 968.11 (e) and (f); and; The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325. I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

RESOLUTION#: 1474 – Approve “Purchase of Electricity” from “GREAT EASTERN 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 Electricity to “Great Eastern Energy” at a fixed rate of .077 Kwh with an expiration date of May 1, 2018 for four meters which service the Senior Buildings at 530 Heckman Street, 235 South Main Street, and 638 South Main Street.

RESOLUTION#: 1475 – Approve “Purchase of Electricity” from “GREAT EASTERN 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 Electricity to “Great Eastern Energy” at a fixed rate of .077 Kwh with an expiration date of May 1, 2018 for one meter which services the Family Units of Heckman Terrace & Heckman Terrace Annex.

RESOLUTION#: 1476 – Payment to “The Nelrod Company”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$258.00 to “The Nelrod Company” for PH Waiting List & Tenant File Management Webinar.

RESOLUTION#: 1477 – Payment to “VS Land Data LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$625.00 to “VS Land Data LLC” for Land Survey along Green Street.

RESOLUTION#: 1478 – Payment to “The Jamie Kinney Consulting”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,579.00 to “Jamie Kinney Consulting” for Rent Calculation Online Class w/exam & Rent Calculation DVD set.

RESOLUTION#: 1479 – Approval for Consultants William Katchen & William Snyder to Submit Rental Assistance Demonstration (RAD) application to to Housing Urban Development (HUD)

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes the submission of the application for the Rental Assistance Demonstration (RAD) program to the Department of Housing Urban Development (HUD).

13. PUBLIC COMMENTS

EXECUTIVE SESSION

14. ADJOURNMENT