

AGENDA

March 2, 2022

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 ensure 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, advertised in the Express-Times and on the Phillipsburg Housing Authority Website.

4. EXECUTIVE SESSION

5. PUBLIC COMMENTS

6. APPROVAL OF THE AMENDED MINUTES OF THE REGULAR MEETING ON NOVEMBER 3, 2021

7. APPROVAL OF THE AMENDED MINUTES OF THE REGULAR MEETING ON DECEMBER 1, 2021

8. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 2, 2022

9. BILLS – FEBRUARY 2022

10. COMMUNICATIONS - Facilities Request from Warren County Board of Elections to use the PHA Maintenance Building & John F. O'Donnell Apartment Building for polling places on June 7, 2022 & November 8, 2022.

Request from the Phillipsburg Town Council President to use the Community and Envision rooms in the Community Building to hold Council Meetings and Work Sessions.

11. ADMINISTRATIVE REPORT

(Executive Director's Report)

12. REPORT OF THE SECRETARY TREASURER

- a. Move Outs
- b. Move Ins
- c. List of Applications
- d. Vacancy Report

13. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

14. NEW BUSINESS

RESOLUTION #: 1921 - APPROVAL OF PAYMENT TO WILLIAM PAUL RUMMERFIELD FOR HIS SICK TIME AND VACATION TIME UPON HIS RETIREMENT FROM THE PHILLIPSBURG HOUSING AUTHORITY

WHEREAS, William Paul Rummerfield was employed with the Phillipsburg Housing Authority from May 19, 1999 until his retirement on December 31, 2021.

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to approve a payment of \$114,961.53 to William Paul Rummerfield for accumulated sick and vacation leave time and;

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment to William Paul Rummerfield in the total amount of \$114,961.53 (\$26,605.38 for vacation time payout and \$88,356.15 for sick time payout) upon his retirement from the Phillipsburg Housing Authority.

RESOLUTION#: 1922- APPROVAL TO AWARD LANDSCAPING SERVICES FOR SENIOR HIGH RISES CONTRACT TO "PAT'S LAWN CARE"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for Landscaping Services for the Senior High Rises; and

WHEREAS; the following proposal was received and the rates are as follows:, and;

\$2,100/month or \$600.00/cut
Shrub Trimming- \$1,900.00
Spring Planting-\$8.00/flat
Fall Planting - \$11.00/mum

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Proposal for the Landscaping Services for the Senior High Rises to "*Pat's Lawn Care*"; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal for Landscaping Services for the Senior High Rises to "*Pat's Lawn Care*" at the rates of \$2,100/month or \$600.00 per cut, Shrub Trimming-\$1,900.00, Spring Planting-\$8.00/flat & Fall Planting - \$11.00/mum.

RESOLUTION#: 1923- APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO "MAGIC TOUCH CONSTRUCTION"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Plumbing Services; and

WHEREAS; the following proposal was received, and;

	<u>Standard Rate</u>		<u>Weekend/Overtime Rate</u>
Plumber	\$102.40	Plumber	\$153.60
Helper	\$ 71.25	Helper	\$106.88

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Proposal for the On-Call Plumbing Services to "*Magic Touch Construction*"; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to "*Magic Touch Construction*" at the

standard rate of \$102.40/Plumber, \$71.25/Helper, and the weekend/overtime rate of \$153.60/Plumber, \$106.88/Helper.

RESOLUTION#: 1924- APPROVAL TO PURCHASE NATURAL GAS FROM “UGI ENERGY SERVICES”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Bids for the Purchase of Natural Gas; and

WHEREAS, a reverse auction was conducted, and “*UGI Energy Services*” was the lowest bidder, and;

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Bid for the Purchase of Natural Gas to “*UGI Energy Services*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the bid for the Purchase of Natural Gas to “*UGI Energy Services*” at the fixed term rate of 0.640 per therm from **5/1/2022 to 4/30/2023**.

RESOLUTION #: 1925 - APPROVAL OF PURCHASE ELECTRICITY FROM “EDF ENERGY”

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertise for Proposals for the Purchase of Electricity, and;

WHEREAS, a reverse auction was conducted, and “*EDF Energy*” was the lowest bidder, and;

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Bid for the Purchase of Electricity to “*EDF Energy*”; and

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to “*EDF Energy*” at a fixed rate of **0.09915** per kwh from **5/1/2022 to 4/30/2023**.

RESOLUTION #: 1926 - APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY

WHEREAS, *Housing Authority of the Town of Phillipsburg* has been engaged in an inter-local agreement with the “*Pollution Control Financing Authority of Warren County*” for Solid Waste Disposal and;

WHEREAS, the agreement has expired and the “*Pollution Control Financing Authority of Warren County*” has requested a new agreement, and;

WHEREAS, Thomas F. McGuire, Acting Executive Director, recommends entering a new agreement, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with “*Pollution Control Financing Authority of Warren County*” for Solid Waste Disposal from **March 1, 2022 to February 28, 2023** at the rate of **\$84** per ton, plus **\$3.00** NJDEP Recycling Tax.

RESOLUTION #: 1927 - INTRODUCTION OF THE 2022 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, 2022 and ending June 30, 2023 has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 2, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,704,539.00. Total Appropriations including any Accumulated Deficit, if any, of \$5,131,760.00 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,360,000.00 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 2, 2022; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2022 and ending 6/30/2023; hereby approved; and

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 May 4, 2022.

RESOLUTION #: 1928 - Approval of Write-offs for March 2022 for Amp I

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$20,024.54 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 11,736.28
Vacate Charges	\$ 7,417.75
Other monies owed	<u>\$ 870.51</u>
TOTAL WRITE-OFFS AMP I	\$ 20,024.54

RESOLUTION #: 1929 - Approval of Write-offs for March 2022 for Amp II

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$1,699.00 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,184.37
Vacate Charges	\$ 511.77
Other monies owed	<u>\$ 2.86</u>
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$1,699.00</i>

15. COMMISSIONER COMMENTS

16. ADJOURNMENT