

AGENDA

March 3, 2021

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 advertised by having the date, time, and place posted on the Phillipsburg Housing Authority Website.

In light of the Governor's Issuance of Executive Order 107, we have been strongly encouraged to conduct all public meetings subject to the Open Public Meetings Act exclusively using communications equipment (e.g., telephonic conference call-in connections, internet streaming, etc.) for the foreseeable future without providing a physical meeting place. All members of the public may access the meeting (either video or telephone) via Cisco Webex.

4. **APPROVAL OF THE MINUTES OF MEETING ON JANUARY 28, 2021**

5. **APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON JANUARY 28, 2021**

6. **APPROVAL OF THE MINUTES OF MEETING ON FEBRUARY 3, 2021**

7. **APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON FEBRUARY 3, 2021**

8. **BILLS – FEBRUARY 2021**

9. **NEW BUSINESS**

RESOLUTION#: 1819 - Approval to Purchase Natural Gas from "UGI Energy Services"

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 "UGI Energy Services" at the fixed term rate of 0.411 per therm from 4/1/2021 to 3/31/2022.

RESOLUTION#: 1820 - Approval to Purchase Electricity from "Nextera Energy"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to "Nextera Energy" at a fixed rate of 0.08029 per kwh from 5/1/2021 to 4/30/2022.

RESOLUTION#: 1821 - Rejection of Re-Certification Services Proposals

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby rejects proposals for the Re-Certification Services and authorizes Thomas F. McGuire to negotiate for said services now that the Housing Authority has advertised for proposals two times with the first resulting in no proposals received and the second resulting in (1) proposal to be rejected due to the cost being in excess of the budgeted amount.

RESOLUTION#: 1822 - Approval of Duct Work Cleaning to "-----"

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Bid for Duct Cleaning Services to " " at a cost of \$ per (1) bedroom bungalow, \$ per (2) bedroom bungalow, \$ per (2) bedroom up and down unit and \$ per (3) bedroom up and down unit.

RESOLUTION#: 1823 - Approval for one (1) facsimile signature on checks

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approve the use of one Facsimile Signature and one Original Signature to execute bank checks on behalf of the Authority. The Facsimile Signature can be that of any approved signatory of the Authority.

RESOLUTION#: 1824 - Approval of July 1, 2019 - June 30, 2020 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, 2020, 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, 2020 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.

RESOLUTION#: 1825 -Introduction of the 2021 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, 2021 and ending June 30, 2022 has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 3, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,358,565.00. Total Appropriations including any Accumulated Deficit, if any, of \$4,961,030.00 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,251,000.00 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 3, 2021; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2021 and ending 6/30/2022; 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 5, 2021.

RESOLUTION#: 1826 Resolution for Commissioner Ann Baptista

WHEREAS, Ann Baptista was appointed as a Commissioner for the Phillipsburg Housing Authority on May 1, 2007; and

WHEREAS, Ann served admirably as a Commissioner for nearly 13 years over two different appointments; and

WHEREAS, Ann selflessly undertook the arduous task of fulfilling the mandatory training requirements; and

WHEREAS, Ann's presence on the board was characterized by active engagement and enthusiastic participation; and

WHEREAS, Ann consistently acted with integrity, loyalty, and compassion; and

WHEREAS, Ann was strongly committed to the health, safety, security and well-being of the residents of the Phillipsburg Housing Authority.

NOW THEREFORE BE IT RESOLVED that the Phillipsburg Housing Authority express its appreciation for her unwavering dedication, admirable service and active leadership to the Phillipsburg Housing Authority and its residents; and

BE IT FURTHER RESOLVED, that this Resolution be presented to Commissioner Baptista to perpetuate her legacy of integrity, loyalty and compassion and her faithful commitment to the Phillipsburg Housing Authority and its residents.

RESOLUTION#: 1827 Anticipated Emergency Repair for Ricwell leak in Heckman Terrace Annex

WHEREAS, the *Housing Authority of the Town of Phillipsburg* in anticipation needing to obtain emergency services; and,

WHEREAS, Acting Executive Director McGuire 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 anticipated repairs to the Ricwell at the Heckman Terrace Annex; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said anticipated repairs to the Ricwell at the Heckman Terrace Annex.

RESOLUTION#: 1828 - 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, 2021 and terminating on February 28, 2022 at the rate of \$81.00 per ton plus \$3.00 NJDEP Recycling Tax.

10. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

11. ADJOURNMENT