

AGENDA

March 4th, 2020

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 REGULAR MEETING ON FEBRUARY 5, 2020

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON FEBRUARY 5, 2020

6. APPROVAL OF THE MINUTES OF REGULAR MEETING ON JUNE 5, 2019

7. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON JUNE 5, 2019

8. APPROVAL OF THE MINUTES OF REGULAR MEETING ON SEPTEMBER 4, 2019

9. BILLS – FEBRUARY 2020

10. COMMUNICATIONS – NONE

11. REPORT OF THE SECRETARY – TREASURER

- a. Move outs February 2020
- b. Move ins February 2020
- c. List of applications February 2020
- d. Vacancy Report

12. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – January 2020

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

13. ADMINISTRATIVE REPORT

Executive Director's Report

14. NEW BUSINESS

RESOLUTION #: 1735 - Approval to hire "Advanced Video Surveillance, Inc," per LAN Associates for replacement of the security door entry system at the John F. O'Donnell Apartments.

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg to approve the hiring of "Advanced Video Surveillance, Inc" to replace the security door entry system at the John F. O'Donnell apartments with a bid of \$52,647.67. The lobby video entry system and (70) tenant apartment stations to be purchased by the Phillipsburg Housing Authority.

RESOLUTION#: 1736 - Approval to Purchase Natural Gas from " "

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 " " at the fixed term rate of 0.00 per therm from 4/1/2020 to 3/31/2021.

RESOLUTION#: 1737 - Approval to Purchase Electricity from " "

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to " " at a fixed rate of 0.0 per kwh from 5/1/2020 to 4/30/2021.

RESOLUTION#: 1738 - Approval of Payment to "CMG of Easton"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$66,078.00 to "CMG of Easton" for 90% completion of the new vestibule at the office entrance.

RESOLUTION#: 1739 - Approval of Payment to "LAN Associates"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,862.50 to "LAN Associates" for services rendered for the John F. O'Donnell entry system.

RESOLUTION#: 1740 - Approval of Payment to "Ferguson Enterprises Inc"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,810.17 to "Ferguson Enterprises Inc" for a cordless ProPress tool (used to repair piping under units at Annex Ricwell)

RESOLUTION#: 1741 - Approval of July 1, 2018 – June 30, 2019 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, 2019, 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, 2019 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 #: 1742 -Introduction of the 2020 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, 2020 and ending June 30, 2021 has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 4, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,227,991.00. Total Appropriations including any Accumulated Deficit, if any, of \$4,877,920.00 and Total Fund Balance utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$710,000.00 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 4, 2020; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2020 and ending 6/30/2021; 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 6, 2020.

PUBLIC COMMENTS

EXECUTIVE SESSION

15.ADJOURNMENT