

AGENDA

April 3, 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 MARCH 6, 2019

5. BILLS – March, 2019

6. COMMUNICATIONS –

7. REPORT OF THE SECRETARY – TREASURER

- a. Move outs March 2019
- b. Move ins March 2019
- c. List of applications March 2019
- d. Vacancy Report

8. REPORT OF COMMITTEES

FINANCE/BANK BALANCES –March 2019

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

9. ADMINISTRATIVE REPORT

Executive Director's Report

10. NEW BUSINESS

RESOLUTION#: 1687- Approval of Payment to “General Supply ”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$14,606.00** to “*General Supply*” for Doors for Community Building at 535 Fisher Avenue.

RESOLUTION #: 1688 – Approval of Boiler and Heating Maintenance Services proposal from “ATM Mechanical Contractors, Inc.” for all developments

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

Binsky Service

Air Systems

ATM Mechanical Contractors

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Boiler & Heating Maintenance Services to “ATM Mechanical Contractors, Inc.” at the rate of \$74.95 per hour for mechanics and \$58.32 per hour for mechanics helpers.

RESOLUTION #: 1689 – Approval of Heating, Ventilation, & Air Conditioning (HVAC) Services proposal from “ATM Mechanical Services” for all developments

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Heating, Ventilation, & Air Conditioning (HVAC) Services for all developments.

WHEREAS, the following proposals were received:

Binsky Service

Air Systems

MPA Mechanical Contractors

ATM Mechanical Contractors

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the HVAC Services contract to “*ATM Mechanical Contractors*” at the rate of \$74.95 per hour for mechanics and \$58.32 per hour for mechanics helpers.

RESOLUTION #: 1690 – Approval for PHA to re-advertise for Electrical Services

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for Electrical Services, and

WHEREAS, *the Housing Authority of the Town of Phillipsburg* received no proposals:

WHEREAS, *the Housing Authority of the Town of Phillipsburg* wishes to re-advertise for bids”.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the re-advertising for bids.

RESOLUTION#: 1691 - Approval of July 1, 2017 – June 30, 2018 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, 2018, 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, 2018 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 #: 1692: Approval of Annual and Capital Budget for Fiscal Year beginning July 1, 2019 and ending June 30, 2020 and submittal to HUD & DCA

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 has been presented before the *Board of Commissioners of the Housing Authority* at it’s open public meeting on April 2, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$4,937,848**, Total Appropriations including any Accumulated Deficit, if any, of **\$4,819,170** and Total Fund Balance utilized of **\$ 0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$560,000** 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 will 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.

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 said Housing Authority’s outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements.

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 April 2, 2014; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2019 and ending 6/30/2020; hereby approve and will be considered for adoption on May 1, 2019.

11. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

12. ADJOURNMENT