

# AGENDA

April 5, 2023

**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. PUBLIC COMMENTS**

**5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON MARCH 1, 2023**

**6. BILLS – MARCH 2023**

**7. COMMUNICATIONS**

**8. ADMINISTRATIVE REPORT**

(Executive Director's Report)

**9. REPORT OF THE SECRETARY TREASURER**

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

**10. REPORT OF COMMITTEES**

- a. Finance/Bank Balances
- b. Personnel

**11. NEW BUSINESS**

**RESOLUTION #: 2029 - APPROVAL OF PHILLIPSBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS TO SUBMIT THE FIVE YEAR AND ANNUAL PLANS 2023 – 2027 TO HUD**

**WHEREAS**, The Housing Authority of the Town of Phillipsburg Commissioners desirous of submitting its 2023 – 2027 Five Year and Annual Plan to HUD for approval, and

**WHEREAS**, the Housing Authority of the Town of Phillipsburg are desirous of authorizing Thomas McGuire, the Executive Director, to execute the plans and its attachments on behalf of the Phillipsburg Authority and return same to the Department of HUD.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Phillipsburg to hereby authorize the Executive Director, Thomas McGuire, to execute the 2023 – 2027 Five Year and Annual Plan and all its components.

**RESOLUTION #: 2030 - APPROVAL FOR CHANGE ORDER # 2 TO “TOM BARTHA & SON EXCAVATING” FOR ADDITIONAL COMPENSATION FOR THE UNSEEN UNDERGROUND CIRCUMSTANCES FOR THE ADDITIONAL CONCRETE PLACEMENT**

**WHEREAS**, the Housing Authority of the Town of Phillipsburg Board of Commissioners is engaged in an agreement with “*Tom Bartha & Son Excavating*”; and,

**WHEREAS**, “*Tom Bartha & Son Excavating*” is hereby requesting Change Order #2, increasing their amount by \$4,066.00 to:

- 1) Fill void of porches noted as per Mark Zgoda
- 2) Additional labor to place said soil void – 433 Watson Place - \$1,680.00
- 3) Drill to unremovable rock and tie into the same for stabilized porch setting – 437 Watson Place - \$1,680.00

**WHEREAS**, “*Tom Bartha & Son Excavating*” is requesting \$3,360.00 for Labor, \$336.00 for Overhead 10%, and \$370.00 Profit 10%, for a grand total of \$4,066.00

**NOW, THEREFORE, BE IT RESOLVED**, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said Change Order #2 in the amount of \$4,066.00 for Labor, Overhead & Profit.

**RESOLUTION #: 2031 APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Current Elevator Technology*”; and;

**WHEREAS**, “*Current Elevator Technology*” is hereby requesting their second payment in the amount of \$73,800.00 for John F. O’Donnell Elevator equipment received, and;

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$73,000.00 to “*Current Elevator Technology*” for John F. O’Donnell Elevator equipment received.

**RESOLUTION #: 2032 APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Current Elevator Technology*”; and;

**WHEREAS**, “*Current Elevator Technology*” is hereby requesting third payment in the amount of \$68,400.00 for John F. O’Donnell Elevator value of materials properly stored, and;

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$68,400.00 to “*Current Elevator Technology*” for John F. O’Donnell Elevator value of materials properly stored.

**RESOLUTION #: 2033 APPROVAL OF PAYMENT TO “PHILLIPSBURG HOUSING AUTHORITY” FOR REIMBURSEMENT OF INDEPENDENT AUDIT**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Giampaola & Associates*”, and;

**WHEREAS**, a payment was made to *Giampaola & Associates*” in the amount of \$9,080.00 for the Independent Audit from the Phillipsburg Housing Authority General Account, and;

**WHEREAS**, Thomas F. McGuire, Executive Director is hereby requesting the Phillipsburg Housing Authority General Account be reimbursed by the Phillipsburg Housing Authority Capital Funds Account.

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said reimbursement in the amount of \$2,000.00 to the Phillipsburg Housing Authority for the Independent Audit.

**RESOLUTION #: 2034 APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN MCKAY**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to accept all revisions to the Admissions & Occupancy (ACOP) Policy;

**WHEREAS**, the Acting Executive Director is recommending the Board of Commissioners approve all the revisions to the Admissions & Occupancy (ACOP) Policy.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay.

**RESOLUTION #: 2035 APPROVAL TO UPDATE TENANT CHARGES LISTED IN THE ACOP APPENDIXES FOR SMOKE ALARMS AS PER NEW NSPIRE RULES**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to accept update the tenant charges listed in Admissions & Occupancy (ACOP) Policy Appendixes for smoke alarms as per the new NSPIRE Rules;

**WHEREAS**, the Executive Director is recommending the Board of Commissioners approve the revision to update the tenant charges listed in the Admissions & Occupancy (ACOP) Policy Appendixes.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said revision to the Admissions & Occupancy (ACOP) Policy Appendixes for Tenant Charges – effective immediately.

**12. COMMISSIONER COMMENTS**

**13. EXECUTIVE SESSION (if needed)**

**14. ADJOURNMENT**