

# AGENDA

May 3, 2017

**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 1, 2017**

**5. BILLS** –March, 2017 & April, 2017

**6. COMMUNICATIONS** –Letter from Janet Bray from NORWESCAP regarding Summer Food Program & Letter to RAD

**7. REPORT OF THE SECRETARY – TREASURER**

- a. Move outs March 2017 & April 2017
- b. Move ins March 2017 & April 2017
- c. List of applications March 2017 & April 2017
- d. Vacancy Report March 2017 & April 2017

**8. REPORT OF COMMITTEES**

FINANCE/BANK BALANCES –March 2017 & April 2017

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

**9. ADMINISTRATIVE REPORT**

Executive Director's Report

## 10. NEW BUSINESS

### **RESOLUTION#: 1480 - Approval of Payment to Union Fuel Company**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,200.00 to "*Union Fuel Company*" for furnace replacement at 442 Roseberry Street.

### **RESOLUTION#: 1481 -Approval of ACC Amendment to its Capital Fund Program in the amount of \$1,075,932.00 (These was previously approved by voice roll call vote.)**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has received the 2017 ACC Amendment to its Capital Fund Program in the amount of \$1,075,932.00, and:

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Paul Rummerfield, the Executive Director, to execute the Amendment on behalf of the Phillipsburg Housing 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, Paul Rummerfield, to execute the 2017 ACC Amendment to the Capital Fund Program.

### **RESOLUTION#: 1482 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2017 thru 2021**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2017 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2017 thru 2021; and

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the 2017 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2017 thru 2021; and

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify all work items included in the Annual Statement are from the most recent Five-Year Action Plan, approved by U.S. Department of Housing and Urban Development (HUD).

**NOW, THEREFORE, BE IT RESOLVED**, that we hereby authorize Chairman John Korp to execute the Certification of Compliance with PHA Plan and Related Regulations (see attached form HUD-50077).

### **Resolution #: 1483 Change Order for Netta Architects**

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves Change Order #: 001, dated February 27, 2017 to increase in the amount of \$10,000.00 to *Netta Architects* for the Renovation of John F. O'Donnell Apartments for architectural and engineering services required to extend and illuminate the existing exterior canopy structure.

### **Resolution #: 1484 Change Order for Netta Architects**

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves Change Order #: 002, dated March 10, 2017 to decrease in the amount of \$2,000.00 to *Netta Architects* for the Renovation of John F. O'Donnell Apartments for reduction of construction eliminating cutouts for air conditioner sleeves therefore, making the new contract cost \$128,000.00.

### **Resolution #: 1485 Change Order for Munters Corporation**

**WHEREAS**, the Munters Corporation, was contracted to do the repairs on the Air Handler at the Heckman House Apartment Building in the amount of \$8,850.00, and;

**WHEREAS**, once the repair work was started additional work was necessary to be completed on the equipment, and;

**WHEREAS**, the additional cost of the repair is \$ 10,769.00.

**NOW, THEREFORE, BE IT RESOLVED** by the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* to approve the additional cost of \$ 10,769.00 for this repair.

**NOW, THEREFORE, BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves payment in the amount of \$ 19,619.00 to *Munters Corporation* for the Air Handler at the Heckman House apartments.

**RESOLUTION#: 1486 - Approval of Payment to Equipment Marketers**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,841.00 to “*Equipment Marketers*” for Commercial Front Load Washer.

**RESOLUTION#: 1487 - Approval of Payment to Northeast Remote Surveillance**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,575.00 to “*Northeast Remote Surveillance*” for HID cards Megapixel PTZ mounted on chimney.

**RESOLUTION#: 1488 - Approval of All Changes to the Personnel Policy**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all changes to the Personnel Policy.

**RESOLUTION#: 1489 - Approval of All Changes to the Admissions & Occupancy (ACOP) Policy**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all changes to the Admissions & Occupancy (ACOP) Policy.

**RESOLUTION#: 1490 - Approval of Payment to Netta Architects**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$18,814.48 to “*Netta Architects*” for design development at John F. O'Donnell Apartments.

**RESOLUTION#: 1491 - Approval of Payment to Home Depot Credit Services**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,169.95 to “*Home Depot Credit Services*” for new power tools.

**RESOLUTION#: 1492 - Approval of Payment to Munters Corporation**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$19,619.00 to “*Munters Coporation*” for 24-5 Supply Fan Replacement and additional cost for meter.

**RESOLUTION#: 1493 - Approval of Payment to Uline, Inc.**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,108.00 to “*Uline, Inc.*” for Welded Storage Cabinet, Rubbermaid Tilt Truck Lid, Rubbermaid Utility Tilt Truck, & Counter High Metal Storage Cabinet.

**RESOLUTION #: 1494: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2017 and ending June 30, 2018**

**WHEREAS**, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 3, 2017; and;

**WHEREAS**, the Annual Budget and Capital Budget as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for Adoption reflects Total Revenues of \$4,795,900; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,636,550 and Total Fund Balance utilized of \$0;

**WHEREAS**, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$570,000 and Total Fund Balance planned to be utilized as funding thereof, of \$0; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, at an open public meeting held on May 3, 2017; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2017 and ending 6/30/2018; hereby Adopted and shall constitute appropriations for the purposes stated; and **BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for Adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of Local Government Services.

**RESOLUTION#: 1495 - Approval of Payment to Sunshine Tree & Landscape**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$4,000.00 to “*Sunshine Tree and Landscape*” for removal of trees in Development 24-1.

**RESOLUTION#: 1496–Approval of Heating, Ventilation, & Air Conditioning (HVAC) Services proposal from “MPA Mechanical Contractors, Inc.” 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  
Metz, Inc.  
MPA Mechanical Contractors  
TM Brennan 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 “MPA Mechanical Contractors, Inc.”.

**RESOLUTION#: 1497–Approval of Boiler and Heating Maintenance Services proposal from “MPA 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  
Metz, Inc.  
MPA 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 “MPA Mechanical Contractors, Inc.”.

**11. PUBLIC COMMENTS**

**EXECUTIVE SESSION (if needed)**

**12. ADJOURNMENT**