

# AGENDA

MAY 3, 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 APRIL 5, 2023**

**6. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING ON APRIL 19, 2023**

**7. BILLS – APRIL 2023**

**8. COMMUNICATIONS**

NORWESCAP Summer Food Program

**9. ADMINISTRATIVE REPORT**

(Executive Director's Report)

**10. REPORT OF THE SECRETARY TREASURER**

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

**11. REPORT OF COMMITTEES**

- a. Finance/Bank Balances
- b. Personnel

**12. NEW BUSINESS**

**RESOLUTION #: 2036 - RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG, NEW JERSEY APPROVING THE LAKELAND BANK BOND FINANCING TERM SHEET, DATED FEBRUARY 21, 2023, AUTHORIZING THE EXECUTION THEREOF AND OTHER ACTIONS RELATING THERETO**

**WHEREAS**, the Housing Authority of the Town of Phillipsburg, New Jersey (the "Housing Authority") is desirous of converting its public housing under the Rental Assistance Demonstration Program (the "RAD Program") offered by the U.S. Department of Housing and Urban Development; and

**WHEREAS**, as part of its conversion under the RAD Program, the Housing Authority intends to obtain financing for various capital improvements at the following properties:

Heckman Terrace – 222 Family Units  
Heckman Terrace Annex – 150 Family Units  
Heckman House Apartments – 100 Senior and Disabled Units  
John F. O'Donnell Apartments – 70 Senior and Disabled Units  
Andover-Kent Towers – 36 Senior and Disabled Units;

and

**WHEREAS**, following a public solicitation, the Housing Authority has received a Term Sheet from Lakeland Bank, dated February 21, 2023, a copy of which is attached hereto as Exhibit "A", setting forth the terms of a tax-exempt bond financing in the amount of \$15,000,000, the proceeds of which are to be used to (a) provide capital improvement funding for the above five (5) properties, (b) provide an initial deposit into a replacement reserve account, and (c) pay closing costs in connection with the financing; and

**WHEREAS**, the Board of Commissioners of the Housing Authority (the "Board") has reviewed the terms and conditions of the Term Sheet and desires to approve the terms thereof and the execution of same by the Housing Authority.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, New Jersey as follows:

1. The Term Sheet provided by Lakeland Bank, dated February 21, 2023, and attached hereto as Exhibit "A", is hereby approved.
2. The Executive Director of the Housing Authority is hereby authorized and directed to execute and deliver the Term Sheet to the appropriate party. The execution of the Term Sheet by the Executive Director of the Housing Authority shall be conclusive evidence of the approval of the terms thereof by the Housing Authority and no other Board action is required to approve or ratify its execution.
3. The Executive Director along with other designated authorized officers of the Housing Authority, including but not limited to the Chairman, Secretary, and/or Vice Chairman (the "Authorized Officers") are each hereby authorized and directed to execute any documents, make any agreements, approve any changes and authorize and undertake and perform any and all actions as are necessary to effectuate the transactions contemplated by the Lakeland Term Sheet and by the within Resolution.

**YES**                      **NO**                      **ABSENT**                      **ABSTAIN**

**Chairperson Kent Corcoran**

**Vice Chairperson James Shelly**

**Commissioner Derick Lewis**

**Commissioner Richard Hay**

**Commissioner Matthew Scerbo**

**Commissioner Shawn Vanwhy**

**Commissioner Dustin Pierce**

**RESOLUTION #: 2037 - APPROVAL TO OFFER SECOND YEAR OPTION FOR AUDIT SERVICES TO  
"GIAMPAOLO & ASSOCIATES"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Giampaolo & Associates" and;

**WHEREAS**, "Giampaolo & Associates" is hereby requesting to exercise the second- year option for Audit Services.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to "Giampaolo & Associates" as the *PHA Auditor* in the amount of \$8,745.00 per year for fiscal year July 1, 2022, to June 30, 2023.

**RESOLUTION #: 2038 - APPROVAL OF GENERAL COUNSEL LEGAL SERVICES TO FLORIO, PERRUCCI,  
STEINHARDT, CAPPELLI, TIPTON, & TAYLOR, LLC**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Legal Services of General Counsel"; and

**WHEREAS**, *Housing Authority* received one (1) Proposal from "*Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC.*"; and

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of General Counsel to Florio, Perrucci, Steinhardt, Cappelli, Tipton, & Taylor, LLC at the rate of \$190.00 per hour for Legal Counsel Representation and \$100.00 per hour for Paralegal Services for the period of 7/1/2023 to 6/30/2024.

**RESOLUTION #: 2039- APPROVAL OF TENANT/LANDLORD LEGAL SERVICES TO JOHN CALECA,  
III ESQ.**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Legal Services of Tenant/Landlord Counsel"; and

**WHEREAS**, *Housing Authority* received one (1) Proposal from "*John Caleca, III, Esquire*"; and

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to John Caleca III, Esq. a retainer fee in the sum of Twenty-four Thousand Dollars (\$24,000.00) payable in twelve (12) monthly installments of Two thousand (\$2,000.00) for up to thirty (30) tenant landlord filings per month and the sum of \$225.00 per hour for each additional tenant landlord filing in excess of thirty (30) for the period of 7/1/2023 to 6/30/2024.

**RESOLUTION #: 2040 - APPROVAL FOR EMPLOYEE HEALTH BENEFIT PERCENTAGE TO REMAIN THE  
SAME & NOT BE AFFECTED BY THE TWENTY-THREE (23%) PERCENT  
INCREASE FROM THE STATE**

**WHEREAS**, the State of New Jersey has increased State Health Benefits by Twenty-three (23%) Percent; and,

**WHEREAS**, "the Executive Director is recommending the Board of Commissioners approve employee contributions of the Employee Health Benefits remain at the current percentage each employee is contributing, and;

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg desires to approve this recommendation, and;

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director and approves to have Employee Contributions of Health Benefits remain at the current percentage each employee is contributing.

**RESOLUTION #: 2041 - APPROVAL OF PAYMENT TO "O & S ASSOCIATES, INC."**

**WHEREAS**, Housing Authority of the Town of Phillipsburg is engaged in an agreement with "O & S Associates, Inc."; and,

**WHEREAS**, "O & S Associates, Inc." is hereby requesting payment in the amount of \$4,250.00 for services rendered for the John F. O'Donnell Façade Repair.

**BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Phillipsburg hereby approves and authorizes said payment in the amount of \$4,250.00 to "O & S Associates, Inc." for services rendered for the John F. O'Donnell Façade Repair.

**RESOLUTION #: 2042 - APPROVAL OF PAYMENT TO "TOM BARTHA & SON EXCAVATING"**

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

**WHEREAS**, "Tom Bartha & Son Excavating" is hereby requesting payment in the amount of \$26,858.85 for Concrete Slabs & Stairs; 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 \$26,858.85 to "Tom Bartha & Son Excavating" for Concrete Slabs & Stairs.

**RESOLUTION #: 2043- ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024.**

**WHEREAS**, the Annual Budget and Capital Budget for the Housing Authority of the Town of Phillipsburg for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 3, 2023; 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 \$5,946,839.00; Total Appropriations, including any Accumulated Deficit, if any, of \$5,382,490.00 and Total Fund Balance utilized of \$0;

**WHEREAS**, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$1,360,000.00 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, 2023; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2023 and ending 6/30/2024; 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.

### **13. COMMISSIONER COMMENTS**

### **14. EXECUTIVE SESSION (if needed)**

### **15. ADJOURNMENT**