

AGENDA

May 4, 2016

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. VISITORS – William Katchen, Accountant
Michael Maurice, Auditor

5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 6, 2016

6. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 6, 2016

7. BILLS –April, 2016

8. COMMUNICATIONS –

9. REPORT OF THE SECRETARY – TREASURER

- a. Move outs April, 2016
- b. Move ins April, 2016
- c. List of applications April, 2016
- d. Vacancy Report

10. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – April, 2016

MAINTENANCE

Monthly Activity Report

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

11. ADMINISTRATIVE REPORT

Executive Director's Report

12. NEW BUSINESS

RESOLUTION#: 1399-Payment to "Bath Supply Co"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$3,304.48 to "*Bath Supply Co*" for B&G Series 80 motor and impeller & B&G base mount, pump and impeller.

RESOLUTION#: 1400-Approval to Amend Personnel Policy Workers Compensation Section

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes amendment of the Workers Compensation Section of the Personnel Policy; If an employee is unable to work because of an on-the-job injury or job-related illness, the employee will be paid the rate established by the Worker's Compensation Insurance Board of the State of New Jersey.

RESOLUTION#: 1401-Payment to "Verizon Wireless"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,913.31 to "*Verizon Wireless*" for Maintenance Tablets and Fees.

RESOLUTION#: 1402 - Approval of July 1, 2014 - June 30, 2015 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, 2015, 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, 2014 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.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

RESOLUTION#: 1403 - TITLE: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2016 and ending June 30, 2017

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 4, 2016; 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 \$4,885,963 ; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,791,400 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 4, 2016; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2016 and ending 6/30/2017; 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#: 1404 - TITLE: Changes to ACOP pursuant to PIH Notice 2016-05 (HA)

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the following sections of the ACOP:

Social Security Documentation – Section II-B-(d) – Page 4
Verification of Assets under \$5,000 – Section VI – C – Page 24
Interim Rent Adjustments – Section VII - Pages 24, 25 & 26
Earned Income Disallowance – Section X - Pages 31 & 32
Advertising for Closing of Waiting List – Exhibit II, Page 44
Notice of Rent Adjustments - Exhibit IX, II – Page 47
Community Service Self-Certifications - Exhibit IX, II, D– Page 50
and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the amendments to the Admission and Continued Occupancy Policy – effective May 4, 2016.

RESOLUTION #: 1405 Budget Revision Number “1” for the 2014 Capital Fund Budget

WHEREAS, there is a need for the continuation of a major renovation and maintenance program at all of the Housing Authority’s Low Income Public Housing Projects; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requests Capital Fund Program (CFP) budgets to be revised to reflect current items of need; and

WHEREAS, at this time it is necessary to approve a budget revision for the Housing Authority's 2012 Capital Fund Program No. NJ39P02450112 identified as Revision No. 1, to adjust the following accounts, copy of the actual budget attached to this resolution.

<u>Line Item</u>	<u>Increase/Decrease</u>
1408 Management Improvements	-\$41,788.00
1465 Dwelling Structures	+\$41,788
Total Net Change	<u> 0 </u>

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves Budget Revision #1 to the 2014 Capital Fund Program No. NJ39P02450114 on May 4, 2016.

13. PUBLIC COMMENTS

EXECUTIVE SESSION (if needed)

14. ADJOURNMENT