

AGENDA

May 4, 2022

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 6, 2022

6. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING EXECUTIVE SESSION ON APRIL 18, 2022

7. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING ON APRIL 18, 2022

8. BILLS – APRIL 2022

9. COMMUNICATIONS – Little Free Library

10. ADMINISTRATIVE REPORT

(Executive Director's Report)

11. REPORT OF THE SECRETARY TREASURER

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

12. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

13. NEW BUSINESS

RESOLUTION#: 1943 - ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEARING BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023.

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 4, 2022; 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 **\$5,704,539.00**; Total Appropriations, including any Accumulated Deficit, if any, of **\$5,131,760.00** 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 4, 2022; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2022 and ending 6/30/2023; 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#: 1944 - APPROVAL OF JULY 1, 2020 – JUNE 30, 2021 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, 2021, 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, 2021 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 #: 1945 - 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 \$185.00 per hour for Legal Counsel Representation and \$95.00 per hour for Paralegal Services for the period of 7/1/2022 to 6/30/2023.

RESOLUTION #: 1946 - 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 Eighteen Thousand Dollars (\$18,000) payable in twelve (12) monthly installments of One thousand five hundred (\$1,500) 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 7/1/2022 to 6/30/2023.

RESOLUTION # 1947: APPROVAL OF PAYMENT TO “CDW GOVERNMENT”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*CDW Government*” and;

WHEREAS, “*CDW Government*” is hereby requesting payment in the amount of \$3,718.32 for the purchase of three (3) laptops and one (1) laser printer.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$3,718.32 to “*CDW Government*” for the purchase of three (3) laptops and one (1) laser printer.

14. COMMISSIONER COMMENTS

15. EXECUTIVE SESSION (if needed)

16. ADJOURNMENT