

AGENDA

May 5, 2021

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 advertised by having the date, time, and place posted on the Phillipsburg Housing Authority Website.

In light of the Governor's Issuance of Executive Order 107, we have been strongly encouraged to conduct all public meetings subject to the Open Public Meetings Act exclusively using communications equipment (e.g., telephonic conference call-in connections, internet streaming, etc.) for the foreseeable future without providing a physical meeting place. All members of the public may access the meeting (either video or telephone) via Cisco Webex.

4. APPROVAL OF THE MINUTES OF MEETING ON APRIL 7, 2021

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON APRIL 7, 2021

6. BILLS – APRIL 2021

7. COMMUNICATIONS – NORWESCAP Food Bank

8. ADMINISTRATIVE REPORT

(Executive Director's Report)

9. NEW BUSINESS

**RESOLUTION #: 1842- APPROVAL OF THE CAPITAL FUND ANNUAL PLAN AND FIVE-YEAR ACTION PLAN FOR THE FISCAL YEARS 2021 - 2025
Years 2021 thru 2025**

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2021 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2021 thru 2025; and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the 2021 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2021 thru 2025; 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 #: 1843 - ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEARING BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 5, 2021; 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 \$5,358,565.00 ; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,961,030.00 and Total Fund Balance utilized of \$0;

WHEREAS, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$1,251,000.00 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 5, 2021; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2021 and ending 6/30/2022; 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 #: 1844 – APPROVAL TO SUBSIDIZE FIRTH YOUTH CENTER REGISTRATION FEES FOR CHILDREN WHO RESIDE IN THE PHILLIPSBURG HOUSING AUTHORITY

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* is desirous to subsidize Firth Youth Center registration fees for the children up to eighteen (18) years of age or seniors in high school who reside in the Phillipsburg Housing Authority.

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby authorizes and approves Thomas F. McGuire, Acting Executive Director to subsidize the Firth Youth Center Registration Fees for the children up to eighteen (18) years of age or seniors in high school who reside in the Phillipsburg Housing Authority.

NOW THEREFORE BE IS RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to subsidize the Firth Youth Center Registration Fees for the children up to eighteen (18) years of age or seniors in high school who reside in the Phillipsburg Housing Authority.

RESOLUTION #: 1845 Approval to Amend Personnel Policy, Section VI – Leave Time (A, A-2, A-7, A-10, & B-2)

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend Section VI – Leave Time (A, A-2, A07, A-10, B-2) in the Personnel Policy and;

WHEREAS, “the Executive Director is recommending the Board of Commissioners approve the said amendments of the Personnel Policy, and;

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Acting Executive Director to amend Section VI – Leave Time (A, A-2, A-7, A-10, B-2) in the Personnel Policy.

RESOLUTION #: 1846 – APPROVAL FOR CHANGE ORDER #5 TO “AUTOMATIC DOOR SYSTEMS” FOR PURCHASE OF ADDITIONAL SEALANT

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with *“Automatic Door Systems,”* and;

WHEREAS, *“Automatic Door Systems”* is hereby requesting Change Order #5 in the amount of \$624.40 for additional sealant.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #5 in the amount of \$624.40 for additional sealant.

RESOLUTION #: 1847 – APPROVAL FOR CHANGE ORDER #1 TO “TERRENCE GETZ CONSTRUCTION” FOR REMOVAL OF ALLOWANCE NOT USED DURING CONSTRUCTION.

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with *“Terrence Getz Construction,”* and;

WHEREAS, *“Terrence Getz Construction”* is hereby requesting Change Order #1 for a decrease in the amount of **\$10,000.00** for allowance not used during construction.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 for a decrease in the amount of **\$10,000.00** for allowance not used during construction.

RESOLUTION #: 1848 Approval to Amend ACOP as per PIH Notice 2020-33; Sections: PH & HCV-1, PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-7, PH-10, PH-13, PH-14, 12-a, 12-c, MR-1, MR-0, MR-3, & MR-4, under the CARES Act.

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the ACOP as per PIH Notice 2020-33; Sections PH & HCV-1, PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-7, PH-10, PH-13, PH-14, 12-a, 12-c, MR-1, MR-0, MR-3, & MR-4 under the CARES act, and;

WHEREAS, “the Acting Executive Director is recommending the Board of Commissioners approve the said amendments of the ACOP under the CARES Act, and;

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts and approves the recommendation of the Acting Executive Director to amend the ACOP as per PIH Notice 2020-33; Sections PH & HCV-1, PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-7, PH-10, PH-13, PH-14, 12-a, 12-c, MR-1, MR-0, MR-3, & MR-4 under the CARES Act.

RESOLUTION #: 1849 - Approval of payment to “Advanced Video Surveillance, Inc.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with *“Advanced Video Surveillance, Inc.”* and;

WHEREAS, *“Advanced Video Surveillance, Inc.”* is hereby requesting payment in the amount of \$52,647.67 for installation of the secure entry system at John F. O’Donnell High Rise Building.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$52,647.67 for installation of the secure entry system at John F. O’Donnell High Rise Building.

RESOLUTION #: 1850 - Approval of payment to “Ferguson Enterprises Inc.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with *“Ferguson Enterprises, Inc.”* and;

WHEREAS, *“Ferguson Enterprises, Inc.”* is hereby requesting payment in the amount of \$1,900.32 for Ricwell Repairs to the Heckman Terrace Annex.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,900.32 for Ricwell Repairs to the Heckman Terrace Annex.

RESOLUTION #: 1851 - Approval of payment to “Hygrade Insulators, Inc.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Hygrade Insulators, Inc.” and;

WHEREAS, “Hygrade Insulators, Inc.” is hereby requesting payment in the amount of \$116,660.23 for residential handrail project at Heckman Terrace.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$116,660.23 for residential handrail project at Heckman Terrace.

RESOLUTION #: 1852 - Approval of payment to “Fast Weld”

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

WHEREAS, “Fast Weld” is hereby requesting payment in the amount of \$785.00 for repair of Ricwell at Heckman Terrace Annex.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$785.00 for repair of Ricwell at Heckman Terrace Annex.

RESOLUTION #: 1853 - Approval of payment to “Power with Prestige, Inc.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Power with Prestige, Inc.” and;

WHEREAS, “Power with Prestige, Inc.” is hereby requesting payment in the amount of \$7,400.00 for Installation of Ceiling Fans at Heckman House & John F. O’Donnell High Rise Buildings.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$7,400.00 for Installation of Ceiling Fans at Heckman House & John F. O’Donnell High Rise Buildings.

RESOLUTION #: 1854 - 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 \$48,498.00 for Ricwell Repairs at the Heckman Terrace Annex.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$48,498.00 to “Tom Bartha & Son Excavating” for Ricwell Repairs at the Heckman Terrace Annex.

RESOLUTION #: 1855 Approval to Amend ACOP Lease Appendixes; Appendix A – Sections I-7, I-12, Section XI & XIA, Section XV, Appendix C, Appendix D, & Appendix H – Section C-2.

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the ACOP Lease Appendixes; Appendix A – Sections I-7, I-12, Section XI & XIA, Section XV, Appendix C, Appendix D, & Appendix H – Section C-2, and;

WHEREAS, “the Acting Executive Director is recommending the Board of Commissioners approve the said amendments of the ACOP Lease Appendixes, and;

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts and approves the recommendation of the Acting Executive Director to amend the ACOP Lease Appendixes; Appendix A – Sections I-7, I-12, Section XI & XIA, Section XV, Appendix C, Appendix D, & Appendix H – Section C-2 .

10. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

11. ADJOURNMENT