

# AGENDA

May 6, 2015

**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

**5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF April 1, 2015**

**6. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION MEETINGS OF April 1, 2015**

**7. BILLS – April, 2015**

**8. COMMUNICATIONS**

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

- a. Move- ins – April, 2015
- b. Move-outs– April, 2015
- c. List of applications – April, 2015
- d. Vacancy Report

**10. REPORT OF COMMITTEES**

FINANCE/BANK BALANCES – April, 2015

MAINTENANCE

Monthly Activity Report

RESIDENTS

Motion to subsidize pool passes for “Residents in Good Standing”

DEVELOPMENT/MODERNIZATION

PERSONNEL

## 11. ADMINISTRATIVE REPORT

Executive Director's Report

## 12. NEW BUSINESS

**RESOLUTION #: 1293** Approval of Payment to "Continental Flooring Company"

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$5,372.40 to "Continental Flooring Company" for tiles.

**RESOLUTION #: 1294** Approval of Partial Payment to "JG Drywall, LLC"

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$28,024.83 to "JG Drywall LLC" for Estimate 8.

**RESOLUTION #: 1295** Approval of Payment to "ProBuild Company, LLC"

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$25,336.17 to "ProBuild Company, LLC" for Andover-Kent project.

**RESOLUTION #: 1296** Approval of Partial Payment to "LAN Associates"

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$3,160.00 to "LAN Associates" for Heating and Hot Water Study.

**RESOLUTION #: 1297** Approval of Payment to "Pemberton Electrical Supply Company"

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$20,473.48 to "Pemberton Electrical Supply Company" for Lighting.

**RESOLUTION #: 1298** Approval of Payment for Emergency Services from "Sunshine Tree Service" for the removal of a fallen tree.

**BE IT RESOLVED**, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$ 2,200.00 to "Sunshine Tree Service" for Emergency Services for tree removal.

**RESOLUTION #: 1299** -Approval of the Late Filing of the 2015 Budget for the Phillipsburg Housing Authority

**WHEREAS**, the Housing Authority of the Town of Phillipsburg is required to submit the approved Budget 60 days prior to the start of the fiscal year to the State of New Jersey, and;

**WHEREAS**, the Budget was not prepared on a timely basis as insurance and health benefit cost estimates were not received and potential HUD funding could not be determined, and;

**WHEREAS**, after preparation, the 2015 Budget can be reviewed for approval.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Phillipsburg, approves the late filing of the 2015 Budget.

**RESOLUTION #: 1300 -Introduction of the 2015 Phillipsburg Housing Authority Budget and approval for the submittal to DCA & HUD**

**WHEREAS**, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016 has been presented before the *Board of Commissioners of the Housing Authority* at it's open public meeting on May 6, 2015; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$4,951,502.00. Total Appropriations including any Accumulated Deficit, if any, of \$4,932,290.00 and Total Fund Balance utilized of \$ 0 ; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 570,000.00 and Total Fund Balance planned to be utilized as funding thereof \$ -0- ; and

**WHEREAS**, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW THEREFORE BE IT RESOLVED**, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on May 6, 2015; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2015 and ending 6/30/2016; hereby approve and will be considered for adoption on June 3, 2015.

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 1, 2015.

**RESOLUTION #: 1301** – Approval of the Operating Budgets for COCC and all Projects approved by the Board

**BE IT RESOLVED**, that James Shelly, Chairman of the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby certifies on behalf of the Board of Commissioners that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its development.
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.11 (e) and (f); and;
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**RESOLUTION #: 1302** Approval of Payment to “PM Company”

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said payment in the amount of \$22,177.08 to “PM Company” for the purchase of three (3) Fire Hydrants for AMP 24-1.

**RESOLUTION #: 1303** Approval to terminate contract with “Aton Computing Company”

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said termination with “Aton Computing Company” for IT Services.

**RESOLUTION #: 1304** Approval to accept contract with “CMMA” for IT Support Services

**BE IT RESOLVED**, *the Housing Authority of the Town of Phillipsburg* Board of Commissioners hereby approves and authorizes said contract with “CMMA” for IT Services.

**EXECUTIVE SESSION** (if needed)

**13.ADJOURNMENT**