

AGENDA

June 1, 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 -None

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. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 4, 2016

8. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF MAY 4, 2016

9. BILLS -May, 2016

10. COMMUNICATIONS - Correspondence to Georjean Trinkle in regard to Letter of Support/Participation-Cross Sector Partnership FY2016 Byrne Criminal Justice Innovation Program

11. REPORT OF THE SECRETARY - TREASURER

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

12. REPORT OF COMMITTEES

FINANCE/BANK BALANCES - May, 2016

MAINTENANCE

Monthly Activity Report

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

13. ADMINISTRATIVE REPORT

Executive Director's Report

Review point system in Personnel Policy

14. NEW BUSINESS

RESOLUTION#: 1406-Payment to "Pride Construction"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,300.00 to "Pride Construction" to remove fence post from Baseball Field at 24-1.

RESOLUTION#: 1407-Payment to "Automatics Unlimited"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$2,500.00 to "Automatics Unlimited" for Rear Loading Dock Door Replacement 24-4.

RESOLUTION#: 1408-Payment to "Tom Bartha & Son Excavating"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$600.00 to "Tom Bartha & Son Excavating" for a truckload of screened top soil.

RESOLUTION#: 1409-Payment to "JG Drywall, LLC"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$48,773.35 to "JG Drywall, LLC" for Andover-Kent Towers.

RESOLUTION#: 1410-Payment to "Home Depot Credit Services"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$37,794.39 to "Home Depot Credit Services" for 12x53 Shutter and 12x37 shutters.

RESOLUTION#: 1411-Payment to "Tom Bartha & Son Excavating"

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,200.00 to "Tom Bartha & Son Excavating" for topsoil.

RESOLUTION#: 1412-Fee Accounting Services

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Fee Accounting Services to "William Katchen" at the rate of \$3,000.00 per month for the period of 7/1/16 to 6/30/17 & 7/1/17 to 6/30/18.

RESOLUTION#: 1413 Tenant/Landlord Legal Services

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to "John Caleca, III, Esquire" at the rate of \$125.00 per hour for the period of 7/1/16 to 6/30/17 & 7/1/17 to 6/30/18.

RESOLUTION #: 1414 -General Counsel Legal Services

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Legal Services of General Counsel to "Florio, Perrucci, Steinhardt, & Fader, LLC." at the rate of \$160.00 per hour for Legal Counsel Representation and \$90.00 per hour for Paralegal Services Representation for the period of 7/1/16 to 6/30/17 & 7/1/17 to 6/30/18.

RESOLUTION #: 1415 - Approval of Write-offs for June, 2016

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$ 156,001.46 for the following:

| <u>Amp 1</u> | <u>Total Amounts</u> |
|---------------------------------------|-----------------------------|
| Rent Losses | \$ 94,436.64 |
| Vacate Charges | \$ 35,664.92 |
| Other monies owed | \$ 20,119.50 |
| <i>TOTAL WRITE-OFFS AMP I</i> | <i>\$150,219.06</i> |
| | |
| <u>Amp II</u> | |
| Rent Losses | \$ 6,155.90 |
| Vacate Charges | \$ 761.38 |
| Other monies owed | \$ 900.50 |
| <i>TOTAL WRITE-OFFS AMP II</i> | <i>\$ 7,817.78</i> |

15. PUBLIC COMMENTS

EXECUTIVE SESSION (if needed)

16. ADJOURNMENT