

AGENDA

June 1, 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 MAY 4, 2022

6. BILLS – MAY 2022

7. COMMUNICATIONS

8. ADMINISTRATIVE REPORT

(Executive Director's Report)

9. REPORT OF THE SECRETARY TREASURER

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

10. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

11. NEW BUSINESS

RESOLUTION #: 1948 APPROVAL OF FLAT RENT SIGNIFICANT AMENDMENT

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 1, 2022. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

to the family as follows: the lower of the product of the calculation and the updated flat rental amount; and the income-based rent.

RESOLUTION #: 1949 APPROVAL OF AUDIT SERVICES TO "GIAMPAOLO & ASSOCIATES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Audit ; and

WHEREAS, *Housing Authority* received a Proposal from "Giampaolo & Associates"; and

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Audit Services to "Giampaolo & Associates".

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Audit Services to "Giampaolo & Associates" at the rate of \$8,745 for fiscal year 7/1/2021 to 6/30/2022. Second year option is for the same price.

RESOLUTION #: 1950 APPROVAL OF FEE ACCOUNTANT SERVICES TO "WILLIAM KATCHEN, CPA"

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Fee Accounting Services"; and

WHEREAS, *Housing Authority* received a Proposal from "Bill Katchen"; and

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Fee Accounting Services to "Bill Katchen".

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Fee Accounting Services to "William Katchen" at the rate of \$3,500 per month for the period of 7/1/2022 to 6/30/2023. Second year option is for the same price.

RESOLUTION #: 1951 APPROVAL OF ACC AMENDMENT TO ITS CAPITAL FUND PROGRAM IN THE AMOUNT OF \$2,112,717.00

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has received the 2022 ACC Amendment to its Capital Fund Program in the amount of **\$2,112,717.00**, and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Thomas McGuire, the Acting Executive Director, to execute the Amendment on behalf of the Phillipsburg Housing Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorize the Acting Executive Director, Thomas McGuire, to execute the 2022 ACC Amendment to the Capital Fund Program.

RESOLUTION #: 1952 - APPROVAL OF WRITE-OFFS FOR JUNE 2022 FOR AMP I

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, every effort to make the collections attached to this resolution has been exhausted:

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$21,435.61 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 12,565.61
Vacate Charges	\$ 8,670.00
Other monies owed	\$ 200.00
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$21,435.61</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP I Total Collection Losses of \$21,435.61 and hereby adopts said Resolution #: **1952** and approves Collection Losses for AMP I totaling \$ \$21,435.61.

RESOLUTION #: 1953 - APPROVAL OF WRITE-OFFS FOR JUNE 2022 FOR AMP II

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, every effort to make the collections attached to this resolution has been exhausted:

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$1,633.80 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,106.93
Vacate Charges	\$ 501.87
Other monies owed	\$ 25.00
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$ 1,633.80</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP II Total Collection Losses of \$1,633.80 and hereby adopts said Resolution #: **1953** and approves Collection Losses for AMP II totaling \$ \$1,633.80.

RESOLUTION#: 1954 - APPROVAL FOR PHA TO REJECT BIDS FOR "SECURITY SERVICES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for "Security Services", and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received one bid, and;

WHEREAS, the Housing Authority of the Town of Phillipsburg Personnel reviewed the bid and it was determined that the bid was too costly, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the bids for Security Services due to the cost.

RESOLUTION #: 1955 - APPROVAL OF PAYMENT TO “HYMANSON, PARNES & GIAMPAOLO”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Hymanson, Parnes & Giampaola*” and;

WHEREAS, “*Hymanson, Parnes & Giampaola*” is hereby requesting payment in the amount of \$2,000.00 for the Independent Audit.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,000.00 to “*Hymanson, Parnes & Giampaola*” for the Independent Audit.

RESOLUTION #: 1956 - AUTHORIZING APPOINTMENT OF THOMAS F. MCGUIRE AS EXECUTIVE DIRECTOR OF THE PHILLIPSBURG HOUSING AUTHORITY

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations, including but not limited to Title 24 of the Code of Federal Regulations, U.S. Department of Housing and Urban Development Handbook 7460.8 (“Procurement Handbook for Public Housing Agencies”), New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*), and the New Jersey Administrative Code (N.J.A.C. 5:44-3.1), as well as to assure the efficient and harmonious performance of the Housing Authority, it is in need of Executive Director services; and

WHEREAS, the Phillipsburg Housing Authority undertook a search for qualified executive director candidates under the mandates set forth in N.J.S.A. 40A:12A-18 and N.J.A.C. 5:44-3.1; and

WHEREAS, a thorough search for a qualified executive director was conducted in accordance with both N.J.S.A. 40A:12-18 and N.J.A.C. 5:44-3.1; and

WHEREAS, the Authority performed a due diligence review of the qualifications of all applicants; and

WHEREAS, based on the entire search and review process, the Board has determined that Thomas F. McGuire is the most qualified candidate for the position; and

WHEREAS, pursuant to N.J.S.A. 40A:12-18(b)(1) and N.J.A.C. 5:44-3.1(c), the Board finds that Thomas F. McGuire meets and well exceeds the statutory requirements of employment as an executive director, and has determined, after due deliberation and consideration, that it is in the best interest of the Authority to appoint him as the Executive Director of the Phillipsburg Housing Authority; and

WHEREAS, in accordance with N.J.A.C. 5:44-3.1(d)(1), the Housing Authority has submitted the qualifications of executive director candidate Thomas F. McGuire to the New Jersey Department of Community Affairs for certification; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby approves the appointment of Thomas F. McGuire as the Executive Director of the Phillipsburg Housing Authority, subject to approval of the New Jersey Department of Community Affairs; and

NOW THEREFORE BE IT FURTHER RESOLVED, appointment of Thomas F. McGuire shall be subject to the terms and conditions to be agreed upon in an employment contract between the Phillipsburg Housing Authority and Thomas F. McGuire.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT