

AGENDA

June 2, 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 THE SPECIAL MEETING ON APRIL 21, 2021

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON APRIL 21, 2021

6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON MAY 5, 2021

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

8. BILLS – MAY 2021

9. COMMUNICATIONS

10. ADMINISTRATIVE REPORT

(Executive Director's Report)

11. NEW BUSINESS

RESOLUTION #: 1857 Approval to Amend ACOP as per PIH Notice 2021-14; Sections: PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-5, PH-7, PH-8, PH-10, PH-13, PH-14, 12-a, 12-c, 12-e, under the CARES Act.

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the ACOP as per PIH Notice 2021-14; Sections PH & HCV-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-5, PH-7, PH-8, PH-10, PH-13, PH-14, 12-a, 12-c, & 12-e, 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-2, PH & HCV-3, PH & HCV-4, PH & HCV-5, PH & HCV-7, PH-1, PH-4, PH-5, PH-7, PH-8, PH-10, PH-13, PH-14, 12-a, 12-c, & 12-e, under the CARES Act.

RESOLUTION #: 1858 Approval to offer Second Year Option for Audit Services to “Hymanson, Parnes, & Giampaolo”

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

WHEREAS, “Hymanson, Parnes, & Giampaolo” is hereby requesting to exercise the second- year option for Audit Services..

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to “Hymanson, Parnes, & Giampaolo” as the PHA Auditor in the amount of \$8,025.00 per year for fiscal year July 1, 2020 to June 30, 2021.

RESOLUTION #: 1859 Approval to offer Second Year Option for Fee Accounting Services to “William Katchen, CPA”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “William Katchen, CPA” and;

WHEREAS, “William Katchen, CPA” is hereby requesting to exercise the second- year option from July 1, 2021 to June 30, 2022 for Fee Accounting Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Fee Accounting Services to “William Katchen, CPA” at the rate of \$3,000.00 per month for the period of July 1, 2021 to June 30, 2022.

RESOLUTION #: 1860 APPROVAL DUCT WORK CLEANING SERVICES PROPOSALS TO “GUARDIAN POWER CLEANING”

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for “*Duct Work Services*” two (2) times, and

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received one Proposal from the first advertisement, which was received late, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* did not receive any proposals from the second advertisement, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* authorized Thomas F. McGuire, Acting Executive Director to negotiate for said services by Resolution #1822.

WHEREAS, Thomas F. McGuire, Acting Executive Director was able to negotiate with Guardian Power Cleaning at the costs listed below:

ONE BEDROOM BUNGALOW:	\$1,200.00
TWO BEDROOM BUNGALOW:	\$1,300.00
TWO BEDROOM UP & DOWN UNIT:	\$1,395.00
THREE BEDROOM UP & DOWN UNIT:	\$1,495.00

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Contract for Duct Work Cleaning Services to “Guardian Power Cleaning”; and

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the Contract for Duct Work Cleaning Services at the costs listed above.

RESOLUTION #: 1861 Approval to amend Exhibit I (Sections B-1, B-2 & D), Exhibit II, Exhibit III, Exhibit V, Exhibit VI, Exhibit X, Exhibit XI, & Exhibit XII of the Admission and Occupancy Policy (ACOP).

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend Exhibit I (Sections B-1, B-2 & D), Exhibit II, Exhibit III, Exhibit V, Exhibit VI, Exhibit X, Exhibit XI, & Exhibit XII of the Admission and Occupancy Policy (ACOP), and;

WHEREAS, “the Acting Executive Director is recommending the Board of Commissioners approve the said amendments to the Exhibits of the Admission & Occupancy Policy (ACOP), and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said changes to Exhibit I (Sections B-1, B-2 & D), Exhibit II, Exhibit III, Exhibit V, Exhibit VI, Exhibit X, Exhibit XI, & Exhibit XII of the Admission and Occupancy Policy (ACOP), – effective immediately.

RESOLUTION #: 1862 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 a 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 \$175.00 per hour for Legal Counsel Representation for the period of 7/1/2021 to 6/30/2022.

RESOLUTION #: 1863 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 a 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 \$150.00 per hour for each additional tenant landlord filing in excess of thirty (30) for the period of 7/1/2021 to 6/30/2022.

RESOLUTION #: 1864 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, 2020. 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 #: 1865 - Approval of Write-offs for June 2021 for Amp I

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 \$6,737.05 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 4,153.58
Vacate Charges	\$ 1,731.65
Other monies owed	\$ 851.82
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$ 6,737.05</i>

RESOLUTION #: 1866 - Approval of Write-offs for June 2021 for Amp II

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 \$1,871.02 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,085.38
Vacate Charges	\$ 785.64
Other monies owed	\$ 0.00
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$ 1,871.02</i>

RESOLUTION #: 1867 - Approval of payment to “LAN Associates”

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

WHEREAS, “LAN Associates” is hereby requesting payment in the amount of \$489.74 for construction inspection of ceiling fans at both the Heckman House and John F. O’Donnell 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 \$489.74 for construction inspection of ceiling fans at both the Heckman House and John F. O’Donnell buildings.

RESOLUTION #: 1868 - Approval of payment to “Terence Getz Construction, LLC”

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

WHEREAS, “Terence Getz Construction, LLC” is hereby requesting payment in the amount of \$12,272.80 for closeout of air conditioner sleeves at the John F. O’Donnell 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 \$12,272.80 for closeout of air conditioner sleeves at the John F. O’Donnell building.

RESOLUTION #: 1869 - Approval of payment to “W2A Design Group”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “W2A Design Group” and;

WHEREAS, “W2A Design Group” is hereby requesting payment in the amount of \$1,131.00 for closeout of the Heckman Terrace handrail project;

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 \$1,131.00 for closeout of the Heckman Terrace handrail project;

RESOLUTION #: 1870 - Approval of payment to “Grainger”

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

WHEREAS, “Grainger” is hereby requesting payment in the amount of \$2,186.62 for two new picnic tables at the John F. O’Donnell 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 \$2,186.62 for two new picnic tables at the John F. O’Donnell building.

RESOLUTION #: 1871 – Consenting to the Settlement Agreement in the matter of Joanne Tersigni v. Phillipsburg Housing Authority and William Paul Rummerfield, WRN-L-368-19

WHEREAS, a Complaint was filed captioned Joanne Tersigni v. Phillipsburg Housing Authority and William Paul Rummerfield, captioned WRN-L-368-19; and

WHEREAS, the Phillipsburg Housing Authority's insurance carrier has recommended a resolution of the matter, and, as part of the resolution of the matter, neither party has been deemed liable; and

WHEREAS, the Board of Commissioners of the Phillipsburg Housing Authority must adopt a resolution authorizing the Phillipsburg Housing Authority's Insurance Defense Counsel to execute the settlement agreement; and

WHEREAS, such resolution will resolve any and all claims between the parties.

NOW, THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby consents to and approves the settlement agreement in the matter of Joanne Tersigni v. Phillipsburg Housing Authority and William Paul Rummerfield and authorizes the Chairman and Acting Executive Director to execute any and all documents necessary to effectuate the terms of this Resolution.

12. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

13. ADJOURNMENT