

AGENDA

June 6, 2018

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. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 4, 2018

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 4, 2018

6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 2, 2018

7. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF MAY 2, 2018

8. BILLS – May 2018

9. COMMUNICATIONS –

10. VISITORS

11. REPORT OF THE SECRETARY – TREASURER

- a. Move ins May 2018
- b. Move outs May 2018
- c. Applications May 2018
- d. Vacancy Report

12. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – May 2018

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

13. ADMINISTRATIVE REPORT

Executive Director's Report

14. NEW BUSINESS

RESOLUTION#: 1595- 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 7/1/18 to 6/30/19.

RESOLUTION#: 1596- 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" a retainer fee in the sum of Eighteen Thousand (\$18,000.00) Dollars payable in twelve (12) monthly installments of One thousand five hundred (\$1,500.00) 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 7/1/18 to 6/30/19.

RESOLUTION #: 1597 - 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, & Cappelli, LLC." at the rate of \$165.00 per hour for Legal Counsel Representation and \$95.00 per hour for Paralegal Services Representation for the period of 7/1/18 to 6/30/19.

RESOLUTION #: 1598 - Approval of Audit Services to "Polcari & Company, CPA"

BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners approved Polcari & Company, CPA as the PHA Auditor in the amount of \$7,800 per year for fiscal year July 1, 2018 to June 30, 2019.

RESOLUTION#: 1599- Approval of Payment to "Window Film Depot, Inc."

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$15,497.00 to "Window Film Depot, Inc." for window film labor charge for HH, Community Building & JFO.

RESOLUTION#: 1600- Approval of Payment to "Tremco/Weatherproofing Technologies, Inc."

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$32,943.50 to "Tremco/Weatherproofing Technologies, Inc." for AMP II Roofing Materials – Progress Payment.

RESOLUTION#: 1601- Approval of Payment to "Tremco/Weatherproofing Technologies, Inc."

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$85,807.51 to "Tremco/Weatherproofing Technologies, Inc." for AMP II Roofing Materials – Progress Payment.

RESOLUTION#: 1602- Approval of Payment to "Tremco/Weatherproofing Technologies, Inc."

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$122,836.24 to "Tremco/Weatherproofing Technologies, Inc." for AMP II Roofing Materials – Progress Payment.

RESOLUTION#: 1603- Approval of Payment to "Mark J. Zgoda, AIA PA"

BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves and authorizes said payment in the amount of \$2,750.00 to "Mark J. Zgoda, AIA PA." for architectural services for the AMP II Roof Analysis.

RESOLUTION#: 1604- Approval of Payment to “Nan McKay”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$1,152.00 to “*Nan McKay.*” for the purchase of Model Admissions & Continued Occupancy Policy.

RESOLUTION#: 1605- Approval of Payment to “Cooper Electric Supply Co”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$26,250.00 to “*Cooper Electric Supply Co.*” for Heckman House LED Lights.

RESOLUTION#: 1606- Approval of Payment to “Window Film Depot, Inc.”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$650.00 to “*Window Film Depot, Inc..*” for additional window tinting for the Northern Exposure Common Space of the Heckman House.

RESOLUTION#: 1607- Approval to Close-out 2014 Capital Fund Program

WHEREAS, the Housing Authority of the Town of Phillipsburg’s Board of Commissioners have provided the Resident Advisory Members and Stephen Ellis, Mayor of the Town of Phillipsburg, with the final 2014 Capital Fund HUD-50075.1 Annual Statement/Performance and Evaluation Report, and

WHEREAS, said HUD-50075.1 Annual Statement/Performance and Evaluation report contains: Part I Summary, Part II: Supporting Pages and Part III: Implementation Schedule for Capital Fund Financing Program, and

WHEREAS, no comments have been received from the Resident Advisory Members or Stephen Ellis, Mayor of the Town of Phillipsburg.

NOW, THEREFORE, BE IT RESOLVED, by the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approve the Final 2014 Capital Fund Program and approve HUD 50075.1 Annual Statement/Performance and Evaluation Report to Close-Out the 2014 Capital Fund Program and submit it to the US Department of Housing and Urban Development (HUD).

RESOLUTION #: 1608: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2018 and ending June 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of April 4, 2018; 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 \$ 4,846,838 ; Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,744,270 and Total Fund Balance utilized of \$0;

WHEREAS, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$560,000 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 April 4, 2018; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2018 and ending 6/30/2019; 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 #: 1609 - Approval of Write-offs for June, 2018 for Amp I

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 \$ 28,109.54 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 15,550.98
Vacate Charges	\$ 7,039.58
Other monies owed	\$ 5,518.98
TOTAL WRITE-OFFS AMP I	\$ 28,109.54

RESOLUTION #: 1610 - Approval of Write-offs for June, 2018 for Amp II

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 \$ 2,950.85 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,675.58
Vacate Charges	\$ 1,140.27
Other monies owed	\$ 135.00
TOTAL WRITE-OFFS AMP II	\$ 2,950.85

RESOLUTION#: 1611 - Approval of revisions to the Admissions & Continued Occupancy Policy

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* has been presented with a revised Admissions and Continued Occupancy Policy reflecting changes in regulation and local policy; **WHEREAS**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* understands that the Admissions and Continued Occupancy Policy governs the daily operations of the agency; and **WHEREAS**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* has determined the policy and applicable procedures to be comprehensive in nature, **NOW THEREFORE BE IT RESOLVED**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* approves the revised Admissions and Continued Occupancy policy, making its terms effective on July 1, 2018.

RESOLUTION #: 1612 - Approval to continue subsidy for the pool passes for the 2018 season

BE IT RESOLVED, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves to continue the subsidy for the pools passes for the 2018 season at the same price for tenants who do not have any lease violations.

RESOLUTION #: 1613 - Approval for Temporary Shared Services with Newton Housing Authority

BE IT RESOLVED, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes the Phillipsburg Housing Authority and the Executive Director to enter into a three (3) month shared services agreement with the Newton Housing Authority to provide managerial services on a temporary basis.

RESOLUTION #: 1614 - Approval for Executive Director to negotiate a Shared Services with Newton Housing Authority and present to the Phillipsburg Housing Authority Board for final approval

BE IT RESOLVED, by the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* that the Executive Director is authorized to negotiate a Shared Services Agreement with the Housing Authority of the Town of Newton to provide managerial services to be presented to the Board for final approval.

RESOLUTION #:1615 - Approval to appoint “Current Elevator” for the Modernization & Maintenance at the Andover-Kent Towers.

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for Elevator Modernization & Maintenance at the Andover-Kent Towers, and;

WHEREAS, *Housing Authority* received Proposals from *Current Elevator and Standard Elevator*, and;

WHEREAS, *Housing Authority* Personnel reviewed and on recommendation from our Elevator consultant, VDA, said proposals and found that “*Current Elevator*” met all of the required specifications in the Request for Proposal.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Elevator Contract to “*Current Elevator*” in the amount of \$ 217,868.00 and the amount of \$35,000.00 for Alternate 1 – Overtime.

RESOLUTION #:1616 - Approval to reject bids for the Architectural Services for the John F. O'Donnell Apartment Building

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for the “Architectural Services for the John F. O'Donnell Apartment Complex”, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* requests to reject all bids and re-advertise, due to anticipated change in scope of the project, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the bids for the Architectural Services for the John F. O'Donnell Apartment Complex and to re-advertise.

RESOLUTION #:1617 - Approval to write-off HP Laser Jet 1200 Series Printer

WHEREAS, the Laser Jet 1200 Series Printer (Serial No. CNDX044058/ Model No. C7044A appear on the inventory books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, the HP Laser Jet 1200 Series Printer is no longer in working order, and;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the write-offs and hereby adopts said Resolution #: **1608**.

15. PUBLIC COMMENTS

EXECUTIVE SESSION

16. ADJOURNMENT