

AGENDA

June 7, 2017

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 MAY 3, 2017

5. BILLS –May, 2017

6. COMMUNICATIONS – Correspondence from General Counsel to Netta Architects.

7. REPORT OF THE SECRETARY – TREASURER

- a. Move outs May, 2017
- b. Move ins May, 2017
- c. List of applications May, 2017
- d. Vacancy Report

8. REPORT OF COMMITTEES

FINANCE/BANK BALANCES –May, 2017

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

9. ADMINISTRATIVE REPORT

Executive Director's Report

10. NEW BUSINESS

RESOLUTION#: 1499 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 7/1/17 to 6/30/18.

RESOLUTION #: 1500 -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 \$95.00 per hour for Paralegal Services Representation for the period of 7/1/17 to 6/30/18.

RESOLUTION #: 1501 -Architectural Engineering Services

BE IT RESOLVED, the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Architectural/Engineering Elevator Consulting Services at the Andover-Kent Towers to VDA® (VanDeusen & Associates) in the amount of \$30,790.00.

RESOLUTION#: 1502 -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 \$2,860.00 to "Automatics Unlimited" for Tenant Handicap Door Replacement in 24-5.

RESOLUTION #: 1503 - Write-off the attached list of Refrigerators & Stoves

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves the refrigerator and stove write-offs and hereby adopts said Resolution #: **1503**.

RESOLUTION #: 1504 - Approval of Write-offs for June, 2017 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 \$ 102,201.97 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 70,675.56
Vacate Charges	\$ 18,964.09
Other monies owed	\$ 12,562.32
TOTAL WRITE-OFFS AMP I	\$102,201.97

RESOLUTION #: 1505 - Approval of Write-offs for June, 2017 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 \$ 6,624.87 for the following:

<u>Amp II</u>	
Rent Losses	\$ 4,009.45
Vacate Charges	\$ 2,175.42
Other monies owed	\$ 440.00
TOTAL WRITE-OFFS AMP II	\$ 6,624.87

11. PUBLIC COMMENTS

EXECUTIVE SESSION (if needed)

12. ADJOURNMENT