

AGENDA

August 2, 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 JUNE 7, 2017

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF JUNE 7, 2017

6. BILLS –June & July 2017

7. COMMUNICATIONS –

8. REPORT OF THE SECRETARY – TREASURER

- a. Move outs June & July 2017
- b. Move ins June & July 2017
- c. List of applications June & July 2017
- d. Vacancy Report

9. REPORT OF COMMITTEES

FINANCE/BANK BALANCES – June & July 2017

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

10. ADMINISTRATIVE REPORT

Executive Director's Report

11. NEW BUSINESS

RESOLUTION#: 1506 –Payment to “NORWESCAP FSS”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$17,425.00 to “NORWESCAP FSS” for ROSS Service Coordinator Program.

RESOLUTION#: 1507 Amendment to Personnel Policy Bereavement Days to include step-mother and step father

BE IT RESOLVED, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves the amendment to the Personnel Policy Bereavement days, effective August 2, 2017. (All permanent employees shall be entitled to a three (3) day working days leave with pay because of a death in the employee's immediate family defined to mean grandparents, great-grandparents, mother-in-law, father-in-law, **step-mother, step-father** or any relative living in the employee's household.)

RESOLUTION#: 1508 –Payment to “Envirofoam LLC”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$11,824.24 to “Envirofoam, LLC” for foam cart.

RESOLUTION #: 1509 -Approval to award Elevator Maintenance Services bid to “Otis Elevator Company”

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for “Elevator Maintenance Services”, and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received two bids, and;

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the bid from “Otis Elevator Company”.

RESOLUTION#: 1510 -Approval of the Amended ACC Amendment to its Capital Fund Program in the amount of \$998,131.00

WHEREAS, the *Housing Authority of the Town of Phillipsburg* has received the 2017 ACC Amendment to its Capital Fund Program in the amount of \$998,131.00, and:

WHEREAS, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Paul Rummerfield, the 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 Executive Director, Paul Rummerfield, to execute the 2017 ACC Amendment to the Capital Fund Program.

RESOLUTION #: 1511 – Write-off Ricoh Afica SP 4100NL F2515 Printer

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* approves the write-off of the Ricoh Afica Printer and hereby adopts said Resolution #: **1511**.

RESOLUTION #: 1512 – Write-off of Westinghouse Stove

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* approves the write-off of Westinghouse Stove, Model #: MGF200PBW01, Serial Number: 6F70800272 and hereby adopts said Resolution #: **1512**.

12. PUBLIC COMMENTS

EXECUTIVE SESSION

13. ADJOURNMENT