

# AGENDA

August 7, 2019

**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 3, 2019**

**5. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF APRIL 3, 2019**

**6. BILLS** – April, May, June & July 2019

**7. COMMUNICATIONS** – NORWESCAP Summer Food Program

**8. REPORT OF THE SECRETARY – TREASURER**

- a. Move outs April, May, June & July 2019
- b. Move ins April, May, June & July 2019
- c. List of applications April, May, June & July 2019
- d. Vacancy Report

**9. REPORT OF COMMITTEES**

FINANCE/BANK BALANCES –April, May & June 2019

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

**10. ADMINISTRATIVE REPORT**

Executive Director's Report

**11. NEW BUSINESS**

**RESOLUTION#: 1693 Approval of Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2019 thru 2023**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* have reviewed the 2019 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2019 thru 2023; and

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the 2019 Capital Fund Annual Plan and Five-Year Action Plan for Fiscal Years 2019 thru 2023; and

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify all work items included in the Annual Statement are from the most recent Five-Year Action Plan, approved by U.S. Department of Housing and Urban Development (HUD).

**NOW, THEREFORE, BE IT RESOLVED**, that we hereby authorize Chairman John Korp to execute the Certification of Compliance with PHA Plan and Related Regulations (see attached form HUD-50077).

**RESOLUTION #: 1694 – Approval of Close-out of Capital Fund 2015 with a budget revision**

**WHEREAS**, there is a need for the continuation of a major renovation and maintenance program at all the Housing Authority’s Low-Income Public Housing Projects; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requests Capital Fund Program budget to be revised to reflect current items of need; and

**WHEREAS**, at this time it is necessary to approve a budget revision for the Housing Authority’s 2015 Capital Fund Program No. NJ39P02450115 identified as Revision No. 1, to adjust the following accounts, copy of actual budget attached to this resolution.

<u>Line Item</u>	<u>Increase</u>
1430 Fees & Costs	+ \$ 1,419.07
1460 Site Improvement	+ \$27,657.35
1470 Non-Dwelling Structures	- \$29,076.42
Total Net Change	- 0 - =====

**BE IT RESOLVED**, by the Commissioners of the Housing Authority of the Town of Phillipsburg to hereby approve Budget Revision #1 to the 2015 Capital Fund Program.

**NOW, THEREFORE BE IT RESOLVED**, the Commissioners of the Housing Authority of the Town of Phillipsburg to adopt said resolution.

**RESOLUTION#: 1695- Approval of Payment to “Clampett Industries, LLC dba EMG ”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$35,332.50** to “*Clampett Industries, LLC dba EMG*” for RAD RPCA & Feasibility Report.

**RESOLUTION#: 1696- Approval of Payment to “Tremco/Weatherproofing Technology ”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$27,657.35** to “*Tremco/Weatherproofing Technology*” for Roofing.

**RESOLUTION#: 1697- Approval of Payment to “General Supply ”**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$15,725.12** to “*General Supply*” for Fire Doors.

**RESOLUTION #: 1698: Adoption of Annual and Capital Budget for Fiscal Year beginning July 1, 2019 and ending June 30, 2020**

**WHEREAS**, the Annual Budget and Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 has been presented for Adoption before the Commissioners of the Housing Authority, at its open public meeting of June 5, 2019; 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 \$ **4,937,848** ; Total Appropriations, including any Accumulated Deficit, if any, of \$ **4,819,170** 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 June 5, 2019; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2019 and ending 6/30/2020; 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 #: 1699 Approval of Electrical Services to “Magic Touch”**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Electrical Service.

**WHEREAS**, the following proposals were received:

Power with Prestige - \$138.00/hr Standard and \$207.00/hr weekend and OT

Magic Touch - \$97.25/hr Standard and \$145.88/hr weekend and OT

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Electrical Services contract to “**Magic Touch**” at the rate of **\$97.25** per hour Standard and **\$145.88** per hour for Weekends and Overtime.

**RESOLUTION #: 1700 - Approval to continue subsidy for the pool passes for the 2019 pool 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 2019 season at the same price as prior years for tenants who do not have any lease violations.

**RESOLUTION#: 1701-Approval to offer Second Year Option for Fee Accounting Services “William Katchen, CPA”**

**BE IT RESOLVED**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby approves the second-year option for Fee Accounting Services to “*William Katchen*” at the rate of \$3,000.00 per month for the period of 7/1/19 to 6/30/20.

**RESOLUTION #: 1702 – Approval to Offer Second Year Option for Audit Services to “Polcari & Company, CPA”**

**BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to 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 #: 1703 - EMERGENCY REPLACEMENT OF AIR DUCTS CONNECTED TO FIRE PANEL IN HECKMAN HOUSE**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* experienced the need to obtain emergency Services; and,

**WHEREAS**, Kevin J DeGerolamo, Property Manager recommended to Paul Rummerfield, Executive Director the need for this immediate repair due the fire alarm not working; and

**WHEREAS**, Executive Director Rummerfield contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them of the situation; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary installation of three ducts as part of the new fire panel install for the Fire Panel at the Heckman House Apartment Complex at an estimated cost of Nine thousand two hundred (\$9,200.00) Dollars to Simplex/Johnson Controls without prior approval from the Board of Commissioners.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes the necessary installation of three ducts as part of the new fire panel install for the Fire Panel at the Heckman House Apartment Complex at a cost of Nine thousand two hundred (\$9,200.00) Dollars for the installation of three ducts to Simplex/Johnson Controls without prior approval from the Board of Commissioners

**RESOLUTION #: 1704 - Approval of Write-offs for JUNE 2019**

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

<b>Amp 1</b>	<b>Total Amounts</b>
Rent Losses	\$11,190.89
Vacate Charges	\$ 7,409.83
Other monies owed	<u>\$ 3,716.17</u>
<b>TOTAL WRITE-OFFS AMP I</b>	<b>\$22,316.89</b>
<b>Amp II</b>	
Rent Losses	\$ 363.30
Vacate Charges	\$ 801.83
Other monies owed	<u>\$ 406.50</u>
<b>TOTAL WRITE-OFFS AMP I</b>	<b>\$ 1,571.63</b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 & AMP 2 Total Collection Losses of \$ 23,888.52 and hereby adopts said Resolution #: **1704** and approves Collection Losses for AMP 1 & 2 totaling \$ 23,888.52.

**RESOLUTION #: 1705 - Approval of Elevator Maintenance Services to “Otis Elevator”**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Elevator Maintenance Service.

**WHEREAS**, the following proposals were received:

Current Elevator Technologies - \$1,425.00 Monthly Rate, \$225.00/hr standard and \$337.00/hr OT with a 10% markup for parts.

Standard Elevator - \$1,520.00 Monthly Rate, \$190/hr standard and \$285.00/hr OT with a 20% markup for parts.

Otis Elevator - \$1,313.00 Monthly Rate, \$344.00/hr standard and \$688.00/hr OT with a 30% markup for parts.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Elevator Maintenance Services contract to “Otis Elevator” at the monthly rate of \$1,313.00, \$344.00 per hour Standard and \$688.00 per hour for Overtime with a parts markup of 30%.

**RESOLUTION #: 1706 Approval of Computer/Network/Software/Surveillance Cameras Maintenance Services to “LookFirst Technology”**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Computer/Network/Software/Surveillance Cameras Maintenance Services.

**WHEREAS**, the following proposals were received:

Mazteck Complete Solutions - \$95.00/hr Standard for Computers, Servers & Surveillance System with managed services options premium \$99.00 per workstation and \$119.00 per server.

Infradapt Outsourced IT - \$125.00/hr for PC, Laptop & Desktop and \$150.00/hr for Server, Network & Surveillance System.

Lookfirst Technology - \$99.75/hr for PC, \$185.25/hr for Server and \$213.75/hr for Surveillance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposals, hereby awards the Computer/Network/Software/Surveillance Cameras Maintenance Services contract to “Lookfirst Technology” at the rate of \$99.75 per hour Standard.

**RESOLUTION#: 1707 - Approval of Authorization of Signatures on all Checks**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* requires that all checks carry two signatures; and,

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the authorized signatures of checks carrying two signatures be designated as the Chairman (John J. Korp) or Vice Chairman (Michael Swick), and the Executive Director (Paul Rummerfield), Secretary-Treasurer and,

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the checks drawn on the Payroll Fund are to carry the signature of the Executive Director, Secretary-Treasurer and the Chairman; and,

**BE IT RESOLVED**, that in the absence of the Chairman or Vice Chairman that Commissioners James M. Shelly & Cecile E. Franceschino are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the Payroll Fund where the Executive Director, Secretary-Treasurer and Chairman are so authorized.

**BE IT FURTHER RESOLVED**, that in the absence of the Executive Director, Secretary-Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

**BE IT FURTHER RESOLVED**, the Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioner approved in this resolution, along with the Executive Director, Secretary-Treasurer is authorized to exercise the following powers:

- (1) Open any deposit or share account(s) in the name of the Authority
- (2) Endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution.

**BE IT FURTHER RESOLVED**, that this resolution will remove Phil Mugavero as an authorized signature on any/all checks.

**BE IT FURTHER RESOLVED**, that this resolution, effective August 7, 2019 supersedes all previous resolutions covering signatures on checks of the *Housing Authority of the Town of Phillipsburg, New Jersey*.

**NOW THEREFORE BE IT FURTHER RESOLVED**, this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

**RESOLUTION#: 1708 - Approval of Payment to "VDA, LLC "**

**BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$1,420** to "VDA, LLC" as Architect for Andover Kent Elevator Project.

**RESOLUTION #: 1709 - APPROVAL BY THE COMMISSIONERS OF THE PHILLIPSBURG HOUSING AUTHORITY AMENDING AN APPROVED BUDGET**

**WHEREAS**, *the Board of the Phillipsburg Housing Authority has previously approved a NJ Budget for the year 2019, and;*

**WHEREAS**, the Authority is desirous of amending the approved Budget to provide for an increase in legal fees for special services, and;

**WHEREAS**, the following line items of the 2019 Capital Budget are amended:

	<b>Original</b>	<b>Amended</b>
Administration-Legal Fees	50,000	200,000
Total Administration	1,384,550	1,534,550
Total Appropriations	4,819,170	4,969,170
Surplus Utilized	0	31,322

**AND, WHEREAS**, the proposed changes have been approved by the Board of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg at a regular Board meeting held on Wednesday August 7, 2019, approving the amendment to the 2019 approved Budget and authorizing the Executive Director to send to the State of New Jersey Bureau of Authorities this Resolution.

**12. PUBLIC COMMENTS**

**EXECUTIVE SESSION (If needed)**

**13. ADJOURNMENT**