

# AGENDA

September 1, 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 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, advertised in the Express-Times and on the Phillipsburg Housing Authority Website.*

**4. PUBLIC COMMENTS**

**5. APPROVAL OF THE MINUTES OF THE ANNUAL RE-ORGANIZATION MEETING ON AUGUST 4, 2021**

**6. APPROVAL OF THE MINUTES OF MEETING ON AUGUST 4, 2021**

**7. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON AUGUST 4, 2021**

**8. BILLS – AUGUST 2021**

**9. COMMUNICATIONS**

**10. ADMINISTRATIVE REPORT**

(Executive Director's Report)

**11. REPORT OF THE SECRETARY TREASURER**

- a. Move Outs
- b. Move Ins
- c. List of Applications
- d. Vacancy Report

**12. REPORT OF COMMITTEES**

- a. Finance/Bank Balances
- b. Personnel

**13. NEW BUSINESS**

**14. RESOLUTION#: 1884 - APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING**

**WHEREAS**, The Phillipsburg Housing Authority, Phillipsburg, NJ is required to include earnings on net assets in excess of \$5,000 as tenant income in calculation of rent. The interest amount is to be determined by the Housing Authority annually and is based on the Savings National Rate in effect at the time of establishing the rate. The rate the Housing Authority establishes is to be within 75 basis points (plus or minus .75 percent (.75%) and may not be less than 0 percent (0%).

**THEREFORE, BE IT RESOLVED**, The Phillipsburg Housing Authority Board of Commissioners establish the passbook rate for earnings on net assets in excess of \$5,000 at 0.06% effective October 1, 2021.

**RESOLUTION #: 1885 - Approval of Write-offs for September 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 \$3,372.03 for the following:

<b><u>Amp II</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$ 1,252.60
Vacate Charges	\$ 2,119.43
Other monies owed	<u>\$ 0.00</u>
<b><i>TOTAL WRITE-OFFS AMP II</i></b>	<b><i>\$ 3,372.03</i></b>

**RESOLUTION #: 1886 - Approval of Write-offs for September 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 \$11,340.16 for the following:

<b><u>Amp I</u></b>	
Rent Losses	\$ 10,145.91
Vacate Charges	\$ 0.00
Other monies owed	<u>\$ 1,194.25</u>
<b><i>TOTAL WRITE-OFFS AMP I</i></b>	<b><i>\$ 11,340.16</i></b>

**RESOLUTION #: 1887** - Approval to amend Resolution #: 1791 - Creation of General Laborer I, II and III and Facilities Maintenance Technician I, II and III.

WHEREAS, *Housing Authority of the Town of Phillipsburg* to approve the amendment of Resolution # 1791 revising the salary grade and steps for positions General Laborer I, II and III and Facilities Maintenance Technician I, II and III and;

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby adopts the amended salary grade and steps for positions General Laborer I and Facilities Maintenance Technician I and II.

**15. COMMISSIONER COMMENTS**

**EXECUTIVE SESSION (If needed)**

**16. ADJOURNMENT**