

AGENDA

September 4, 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 AUGUST 7, 2019

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING OF AUGUST 7, 2019

6. BILLS – AUGUST 2019

7. COMMUNICATIONS – Firth Youth Center Memberships

8. REPORT OF THE SECRETARY – TREASURER

- a. Move outs August 2019
- b. Move ins August 2019
- c. List of applications August 2019
- d. Vacancy Report

9. REPORT OF COMMITTEES

FINANCE/BANK BALANCES –July 2019

RESIDENT

DEVELOPMENT/MODERNIZATION

PERSONNEL

10. ADMINISTRATIVE REPORT

Executive Director's Report

- Discussion of shared service agreements: Section 8 between Phillipsburg Town and Phillipsburg Housing Authority and Newton Housing Authority and Phillipsburg Housing Authority. **action may be taken**
- Fair Market Rents
- Updates to ACOP per Nan McKay Recommendations

11. NEW BUSINESS

RESOLUTION#: 1710- 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 **\$6,777.50** to “*Clampett Industries, LLC dba EMG*” for RAD Physical Condition Assessment.

RESOLUTION#: 1711- Approval of Payment to “Carrier Corporation”

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of **\$8,426.00** to “*Carrier Corporation*” for new pump for John F. O’Donnell rooftop chiller.

RESOLUTION#: 1712- 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 **\$1,730.00** to “*General Supply*” for new fire door.

RESOLUTION#: 1713- 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 **\$1,571.00** to “*General Supply*” for new door.

RESOLUTION#: 1714- 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 \$450.00 to “*VDA, LLC.*” as Architect for Andover Kent Elevator Project.

RESOLUTION#: 1715- Approval of Capital Fund Management Consulting Services

BE IT RESOLVED, the *Board of Commissioners’ of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Capital Fund Management Consulting Services to “*LMTD, LLC.*” (*Lucia Delopoulos*) at the rate of \$19,800.00 per year, plus a rate of \$125.00 per day for additional services.

RESOLUTION#: 1716- Approval of Flat Rent Significant Amendment

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 1, 2019. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

RESOLUTION#: 1717 - Approval of all Revisions to the Admissions and Occupancy (ACOP) Policy as recommended by Nan McKay

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to accept all revisions to the Admissions & Occupancy (ACOP) Policy;

WHEREAS, the Executive Director is recommending the Board of Commissioners approve all the revisions to the Admissions & Occupancy (ACOP) Policy.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay

12. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

13. ADJOURNMENT