

AGENDA

MARCH 6, 2024

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 REGULAR MEETING ON FEBRUARY 7, 2024

6. BILLS – FEBRUARY 2024

7. COMMUNICATIONS

8. ADMINISTRATIVE REPORT

(Executive Director's Report)

9. REPORT OF THE SECRETARY TREASURER

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

10. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

11. NEW BUSINESS

RESOLUTION #: 2115 APPROVAL OF JULY 1, 2022 – JUNE 30, 2023, AUDIT AND SUBMITTAL TO HUD FOR APPROVAL

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report for the fiscal year ended June 30, 2023, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and,

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2023 and , specifically, has reviewed the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

RESOLUTION #: 2116 - INTRODUCTION OF THE 2024 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD

WHEREAS, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025, has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 6, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of **\$6,733,387.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$6,154,380.00** and Total Fund Balance utilized of **\$ 0**; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of **\$1,360,000.00** and Total Fund Balance planned to be utilized as funding thereof **\$ -0-**; and

WHEREAS, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together will all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on March 6, 2024; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2024 and ending 6/30/2025; hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on **May 1, 2024**.

RESOLUTION #: 2117 APPROVAL OF PAYMENT FOR INDEPENDENT AUDIT TO "GIAMPAOLA & ASSOCIATES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Giampaola & Associates*" and;

WHEREAS, "*Giampaola & Associates*" is hereby requesting payment in the amount of \$2,000.00 for the Independent Audit.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,000.00 to "*Giampaola & Associates*" for the Independent Audit.

RESOLUTION #: 2118 - APPROVAL OF WRITE-OFFS FOR MARCH 2024 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 \$52,631.77 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 37,369.76
Vacate Charges	\$ 8,243.63
Other monies owed	<u>\$ 7,018.38</u>
TOTAL WRITE-OFFS AMP I	\$ 52,631.77

RESOLUTION #: 2119 - APPROVAL OF WRITE-OFFS FOR MARCH 2024 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 \$1,136.89 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,085.35
Vacate Charges	\$ 1.54
Other monies owed	<u>\$ 50.00</u>
TOTAL WRITE-OFFS AMP II	\$1,136.89

RESOLUTION #: 2120 APPROVAL TO HIRE "W2A ARCHITECTS", ARCHITECT FOR HVAC REPLACEMENT IN THE COMMUNITY BUILDING

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* has advertised for bids for an architect for HVAC Replacement for the Community Building

WHEREAS, *Housing Authority* received the following bids:

W2A Architects	\$21,900.00
On-Board Engineering	\$29,600.00
Remington & Vernick Engineers	\$50,260.00

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Architect for HVAC Replacement for the Community Building to "*W2A Architects*"; and,

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approve the hiring of “*W2A Architects*” as architect for the HVAC Replacement in the Community Building in the amount of \$21,900.00.

RESOLUTION #: 2121 - APPROVAL OF PURCHASE ELECTRICITY FROM “AEP ENERGY”

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertise for Proposals for the Purchase of Electricity, and;

WHEREAS, a reverse auction was conducted, and the following bids were received:

AEP Energy	\$0.09913 per kWh 24 months
Nextera Energy	\$0.09969 per kWh 24 months
Approved	\$0.10192 per kWh 24 months
Aggressive Energy	\$0.10200 per kWh 24 months
Freepoint	\$0.10278 per kWh 24 months
Constellation	\$0.10326 per kWh 24 months
Direct Energy	\$0.10375 per kWh 24 months
Hudson Energy	\$0.10500 per kWh 24 months
Energy Harbor	\$0.10700 per kWh 24 months
SFE Energy	\$0.11300 per kWh 24 months
Indra Energy	\$0.11371 per kWh 24 months

WHEREAS, “*AEP Energy*” was the lowest bidder, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Purchase of Electricity to “*AEP Energy*”; and

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to “*AEP Energy*” at a fixed rate of **0.09913** per kwh from **11/1/2024 to 10/31/2026**.

RESOLUTION#: 2122- APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO “MAGIC TOUCH CONSTRUCTION”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Plumbing Services; and,

WHEREAS; the following proposal was received, and;

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday</u>	<u>Parts Mark-up%</u>
Plumber \$130.00	Plumber \$195.00	Plumber \$260.00	5%
Helper \$110.00	Helper \$165.00	Helper \$220.00	

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Plumbing Services to “*Magic Touch Construction*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to “*Magic Touch Construction*” at the standard rate of \$130.00/Plumber, \$110.00/Helper, the weekend/overtime rate of \$195.00/Plumber, \$165.00/Helper, & the Holiday rate of \$260.00/Plumber, \$220.00/Helper and 5% Parts Mark-up.

RESOLUTION #: 2123: APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY” FOR ELEVATOR REPLACEMENT AT JOHN F. O’DONNELL APARTMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Current Elevator Technology” and;

WHEREAS, “Current Elevator Technology” is hereby requesting payment in the amount of \$50,125.00 for Elevator replacement at John F. O’Donnell Apartments, and;

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$50,125.00 to “Current Elevator Technology” for Elevator Replacement at John F. O’Donnell Apartments.

RESOLUTION #: 2124 - APPROVAL OF PAYMENT TO “O & S ASSOCIATES, INC.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*O & S Associates, Inc.*”; and,

WHEREAS, “*O & S Associates, Inc.*” is hereby requesting payment in the amount of \$2,100.00 for Administrative Services; and,

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,100.00 to “*O & S Associates, Inc.*” for Administrative Services for John F. O’Donnell Elevators.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT