

# AGENDA

MAY 8, 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 APRIL 10, 2024**

**6. BILLS – APRIL 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 #: 2137 - 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, 2024. 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 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 #: 2138 - APPROVAL OF PHILLIPSBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS TO SUBMIT THE FIVE YEAR AND ANNUAL PLANS 2024 – 2028 TO HUD**

**WHEREAS**, The Housing Authority of the Town of Phillipsburg Commissioners desirous of submitting its 2024 – 2028 Five Year and Annual Plan to HUD for approval, and

**WHEREAS**, the Housing Authority of the Town of Phillipsburg are desirous of authorizing Thomas McGuire, the Executive Director, to execute the plans and its attachments on behalf of the Phillipsburg 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, Thomas McGuire, to execute the 2024 – 2028 Five Year and Annual Plan and all its components.

**RESOLUTION #: 2139- ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025.**

**WHEREAS**, the Annual Budget and 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 for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 8, 2024; 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 \$ 6,733,387.00; Total Appropriations, including any Accumulated Deficit, if any, of \$ 6,154,380.00 and Total Fund Balance utilized of \$0;

**WHEREAS**, the Capital Budget as presented for Adoption reflects Total Capital Appropriations of \$ 1,360,000.00 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 May 8, 2024; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2024 and ending 6/30/2025; 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 #: 2140 APPROVAL AUTHORIZING THE PHILLIPSBURG HOUSING AUTHORITY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH COUNTY OF BERGEN NEW JERSEY COOPERATIVE PURCHASING ALLIANCE # CK04**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the County of Bergen New Jersey Cooperative Purchasing Alliance #CK04, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on May 8, 2024, the governing body of the PHILLIPSBURG HOUSING AUTHORITY, County of WARREN, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the PHILLIPSBURG HOUSING AUTHORITY.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, EXECUTIVE DIRECTOR, THOMAS F. McGUIRE is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

**RESOLUTION #: 2141 - APPROVAL OF PAYMENT TO "SUNSHINE TREE & LANDSCAPE" FOR TREE TRIMMING SERVICES**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Sunshine Tree and Landscape*"; and;

**WHEREAS**, "*Sunshine Tree & Landscape*" is hereby requesting payment in the amount of \$6,579.00 for Tree Trimming Services

**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 \$6,579.00 to "*Sunshine Tree & Landscape*" Tree Trimming Services.

**RESOLUTION #: 2142 - APPROVAL OF PAYMENT TO "TURN-KEY TECHNOLOGIES"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Turn-Key Technologies*"; and,

**WHEREAS**, "*Turn-Key Technologies*" is hereby requesting payment in the amount of \$136,940.86 for Phase II of Cameras for the family developments and licenses for cameras in the Heckman House; 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 \$136,940.86 to "*Turn-Key Technologies*" for Phase II of Cameras for the family developments and licenses for cameras in the Heckman House.

**RESOLUTION #: 2143 APPROVAL FOR PHILLIPSBURG HOUSING TO OPEN A NEW ACCOUNT AT "PROVIDENT BANK" FOR BANKING SERVICES FOR THE STATE OF NEW JERSEY LIBRARY GRANT**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* desires to open an Account at "Provident Bank" for Banking Services for the State of New Jersey Library Grant; and

**WHEREAS**, Thomas F. McGuire, Executive Director recommends opening a new bank Account at "Provident Bank" for Banking Services for the State of New Jersey Library Grant; and

**BE IT RESOLVED**, the consent of *the Housing Authority of the Town of Phillipsburg Board of Commissioners* be and hereby accorded for opening the following bank account from "Provident Bank":

Name of Bank: "Provident Bank"

New Account: Housing Authority Town of Phillipsburg NJ State Library Grant

**BE IT FURTHER RESOLVED**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby authorizes Mr. Thomas F. McGuire, Executive Director to sign and submit to "Provident Bank" all such application forms, documents, and papers in writing as may be required in this connection; and

**BE IT FURTHER RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes Mr. Thomas F. McGuire, Executive Director to sign the certified true copy of the above resolutions to be forward to "Provident Bank" as and when is necessary; and

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorizes and approves opening a new account for the State of New Jersey Library Grant at "Provident Bank".

**RESOLUTION #: 2144 APPROVAL OF REPAIRS BY "DIEFENDERFER ELECTRICAL CONTRACTORS" FOR EMERGENCY REPAIR OF THREE UTILITY POLES.**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* was in need of emergency services and engaged in an agreement with "*Diefenderfer Electrical Contractors*" and;

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary repairs for labor material & equipment for Pole #1 Corner of Anderson and Kneedler (Heckman Terrace) in the amount of **\$29,771.00** to "*Diefenderfer Electrical Contractors*".

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary repairs for labor material & equipment for Pole #2 by the Railroad Tracks (Heckman Terrace Annex) in the amount of **\$37,205.00** to "*Diefenderfer Electrical Contractors*".

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary repairs for labor material & equipment for Pole #3 Riser Pole by the Basketball Court (Heckman Terrace Annex) in the amount of **\$39,900.00** to "*Diefenderfer Electrical Contractors*".

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to Poles 1, 2 & 3 in the total amount of **\$106,876.00** to "*Diefenderfer Electrical*".

**RESOLUTION #: 2145 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO REJECT BID & REBID FOR CONSTRUCTION OF THE BASKETBALL COURT**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Construction of Basketball Court*”, and

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* received one Proposal:

**WHEREAS**, the Housing Authority of the Town of Phillipsburg reviewed the proposal and acknowledged receipt of the proposal for “*Construction of Basketball Court*”; and,

**WHEREAS**, the bid for “*Construction of Basketball Court*” substantially exceeded the cost estimate of the project and substantially exceeded the Authority’s appropriation for the project; and,

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the Proposal for “*Construction of Basketball Court*” and rebid.

**RESOLUTION #: 2146 APPROVAL OF ACC AMENDMENT TO ITS CAPITAL FUND PROGRAM IN THE AMOUNT OF \$2,172,388.00**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* has received the 2024 ACC Amendment to its Capital Fund Program in the amount of **\$2,172,388.00**, and

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Thomas McGuire, 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, Thomas McGuire, to execute the 2024 ACC Amendment to the Capital Fund Program.

**12. COMMISSIONER COMMENTS**

**13. EXECUTIVE SESSION (if needed)**

**14. ADJOURNMENT**