

# AGENDA

JUNE 5, 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 MAY 8, 2024**

**6. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING ON MAY 8, 2024**

**7. BILLS – MAY 2024**

**8. COMMUNICATIONS**

**9. ADMINISTRATIVE REPORT**

(Executive Director's Report)

**10. REPORT OF THE SECRETARY TREASURER**

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

**11. REPORT OF COMMITTEES**

- a. Finance/Bank Balances
- b. Personnel

**12. NEW BUSINESS**

**RESOLUTION #: 2148 - APPROVAL OF GENERAL COUNSEL LEGAL SERVICES TO FLORIO, PERRUCCI, STEINHARDT, CAPPELLI & TIPTON, LLC**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg hereby advertised for Proposals for "Legal Services of General Counsel"; and*

**WHEREAS**, *Housing Authority received one (1) Proposal from "Florio, Perrucci, Steinhardt, Cappelli, & Tipton, LLC."; and,*

**WHEREAS**, *the proposal has been reviewed for completeness & compliance; and,*

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of General Counsel to Florio, Perrucci, Steinhardt, Cappelli, & Tipton, LLC at the rate of \$200.00 per hour for Legal Counsel Representation and \$100.00 per hour for Paralegal Services for the period of 7/1/2024 to 6/30/2025.

**RESOLUTION #: 2149- APPROVAL OF TENANT/LANDLORD LEGAL SERVICES TO JOHN CALECA, III ESQ.**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for “Legal Services of Tenant/Landlord Counsel”; and

**WHEREAS**, *Housing Authority* received one (1) Proposal from “*John Caleca, III, Esquire*”; and,

**WHEREAS**, the proposal has been reviewed for completeness & compliance; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to John Caleca III, Esq. at the rate of \$225.00 per hour for Tenant Landlord Representation for the period of 7/1/2024 to 6/30/2025.

**RESOLUTION #: 2150 - APPROVAL OF DISPOSITION POLICY**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is required to have a Disposition Policy; and,

**WHEREAS**, the Executive Director is recommending the Board of Commissioners approve said Disposition Policy; and,

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the Phillipsburg Housing Authority Disposition Policy.

**RESOLUTION #: 2151 - APPROVAL TO UPDATE ACOP APPENDIXES – APPENDIX “A” – SECTION VI – PARKING (HIGH RISES) & APPENDIXES FOR “TENANT CHARGES” ADDING FREEZER CHARGES & DRYER CHARGES**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to accept update the tenant charges listed in Admissions & Occupancy (ACOP) Policy Appendixes updating Appendix “A” – Section VI – Parking listing only one parking sticker per household for high rises & Appendix Charges - adding freezer charges & dryer charges; and,

**WHEREAS**, the Executive Director is recommending the Board of Commissioners approve the revision to update the tenant charges listed in the Admissions & Occupancy (ACOP) Policy Appendixes; and,

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said revision to the Admissions & Occupancy (ACOP) Policy Appendixes for High Rise Parking & Tenant Charges – effective immediately.

**RESOLUTION #: 2152 APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ARCHITECTURAL DESIGN FOR BASKETBALL COURT RENOVATIONS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*W2A Design Group*” and;

**WHEREAS**, “*W2A Design Group*” is hereby requesting payment in the amount of \$8,077.50 for services rendered for Architectural Design for Basketball Court Renovations, 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 \$8,077.50 to “*W2A Design Group*” for services rendered for Architectural Design for Basketball Court Renovations.

**RESOLUTION #: 2153 APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO REJECT BIDS 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 three Proposals:

<u>COMPANY</u>	<u>COST</u>	<u>OPTION</u>
C & V Paving	\$115,600.00	\$ 8,000.00
Tom Bartha & Son	\$138,000.00	\$10,500.00
Diamond Construction	\$184,000.00	\$12,000.00

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* reviewed said proposals and acknowledges receipt of the proposals for “*Construction of Basketball Court*”; and,

**WHEREAS**, the bids 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 Proposals for “*Construction of Basketball Court*”.

**RESOLUTION #: 2154 - APPROVAL OF WRITE-OFFS FOR JUNE 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 \$82,791.91 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 50,533.60
Vacate Charges	\$ 22,076.16
Other monies owed	<u>\$ 10,182.15</u>
<b>TOTAL WRITE-OFFS AMP I</b>	<b>\$ 82,791.91</b>

**RESOLUTION #: 2155 - APPROVAL OF WRITE-OFFS FOR JUNE 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 **\$3,271.29** for the following:

<b><u>Amp II</u></b>	
Rent Losses	\$ 1,372.07
Vacate Charges	\$ 1,897.72
Other monies owed	\$ <u>1.50</u>
<b><i>TOTAL WRITE-OFFS AMP II</i></b>	<b><i>\$ 3,271.29</i></b>

**13. COMMISSIONER COMMENTS**

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

**15. ADJOURNMENT**