

# AGENDA

DECEMBER 11, 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 NOVEMBER 13, 2024**

**6. BILLS –NOVEMBER 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 #: 2195 APPROVAL TO APPOINTMENT OF FUND COMMISSIONER**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* (member) is a member of the *New Jersey Public Housing Authority Joint Insurance Fund*; and

**WHEREAS**, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the authority as its' representative to said Fund; and

**NOW, THEREFORE, BE IT RESOLVED**, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint Thomas F. McGuire as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2025.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG AT A MEETING HELD ON DECEMBER 11, 2024.

**RESOLUTION #: 2196 APPROVAL OF PAYMENT IN LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$222,744.16**

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of \$222,744.16 to the Town of Phillipsburg.

**RESOLUTION #: 2197 APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY (PCFA) OF WARREN COUNTY**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* has been engaged in an inter-local agreement with the "*Pollution Control Financing Authority of Warren County*" for Solid Waste Disposal and;

**WHEREAS**, the agreement will be expiring, and the "*Pollution Control Financing Authority of Warren County*" has requested a new agreement, and;

**WHEREAS**, Thomas F. McGuire, Executive Director, recommends entering a new agreement, and;

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with "*Pollution Control Financing Authority (PCFA) of Warren County*" for Solid Waste Disposal from **January 1, 2025 to December 31, 2025** at the rate of **\$84** per ton, plus **\$3.00** NJDEP Recycling Tax.

**RESOLUTION #: 2198 APPROVAL OF PAYMENT TO "CDW GOVERNMENT" FOR COLOR LASERJET PRO PRINTER & BRET FORD CUBE CART MINI CHARGE 20 AC**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*CDW GOVERNMENT*" and;

**WHEREAS**, "*CDW Government*" is hereby requesting payment in the total amount of \$1,641.93 for HP Color LaserJet Pro Printer in the amount of \$521.06 & BretFord Cube Cart Mini Charge 20AC in the amount of \$1,120.87, 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 \$1,641.93 to "*CDW Government*" for HP Color LaserJet Pro Printer & BretFord Cube Cart Mini Charge 20AC from the Library Grant Account.

**RESOLUTION #: 2199 APPROVAL OF PAYMENT TO "CDW GOVERNMENT" FOR FIFTEEN (15) THINKPADS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*CDW GOVERNMENT*" and;

**WHEREAS**, "*CDW Government*" is hereby requesting payment in the total amount of \$14,890.80 for Fifteen (15) Thinkpads, 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 \$14,890.80 to "*CDW Government*" for Fifteen (15) Thinkpads from the Library Grant Account.

**RESOLUTION #: 2200 APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ROOFTOP CELLULAR EQUIPMENT, BASKETBALL COURT RENOVATION, & HVAC REPLACEMENT**

**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 total amount of \$10,056.00 for Rooftop Cellular Equipment in the amount of \$2,475.00, Basketball Court Renovation in the amount of \$2,325.00, Community Building HVAC Replacement in the amount of \$5,256.00, 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 \$10,056.00 to “W2A Design Group” for Rooftop Cellular Equipment, Basketball Renovation, & Community Building HVAC Replacement from the Capital Account.

**RESOLUTION #: 2201 - APPROVAL OF THE TENANT “RENT” WRITE OFFS FOR AMP I FOR DECEMBER 2024**

**WHEREAS**, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

**WHEREAS**, every effort to make the collections attached to this resolution has been exhausted:

<b><u>Amp I</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$ 6,467.78
Vacate Charges	\$13,118.89
Other monies owed	<u>\$ 2,649.90</u>
<b><i>TOTAL WRITE-OFFS AMP I</i></b>	<b><i>\$22,236.57</i></b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 Total Collection Losses of \$22,236.57 and hereby adopts said Resolution #: **2201** and approves Collection Losses for AMP 1.

**RESOLUTION #: 2202 - APPROVAL OF THE TENANT “RENT” WRITE OFFS FOR AMP II FOR DECEMBER 2024**

**WHEREAS**, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

**WHEREAS**, every effort to make the collections attached to this resolution has been exhausted:

<b><u>Amp II</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$ 0.00
Vacate Charges	\$2,132.09
Other monies owed	<u>\$ 0.00</u>
<b><i>TOTAL WRITE-OFFS AMP I</i></b>	<b><i>\$2,132.09</i></b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 Total Collection Losses of \$2,132.09 and hereby adopts said Resolution #: **2202** and approves Collection Losses for AMP II.

**12. COMMISSIONER COMMENTS**

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

**14. ADJOURNMENT**