

# AGENDA

MARCH 12, 2025

**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 12, 2025**

**6. BILLS –FEBRUARY 2025**

**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 #: 2220 APPROVAL OF JULY 1, 2023 – JUNE 30, 2024, 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, 2024 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 #: 2221 - INTRODUCTION OF THE 2025 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, 2025, and ending June 30, 2026, has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 12, 2025; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$6,627,880.00. Total Appropriations including any Accumulated Deficit, if any, of \$6,155,000.00 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 with 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 12, 2025; the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2025 and ending 6/30/2026; 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 14, 2025.

**RESOLUTION #: 2222 - RESOLUTION AMENDING THE BY-LAWS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG**

**WHEREAS**, it is deemed desirable and in the best interest of the Housing Authority of the Town of Phillipsburg ("Authority") to make certain amendments to the By-Laws of the Authority in order to provide a fair and orderly expression of public comment during the Authority's meetings; and

**WHEREAS**, the Commissioners have reviewed and considered the below amendment to the Authority's By-Laws and have determined that it is in the best interest of the Authority to adopt the amendment to the By-Laws.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Phillipsburg Housing Authority hereby approves and amends Article III (Meetings), to add Section 7 entitled "Public Participation", to state as follows:

Section 7. Public Participation – Public Participation shall be governed by the following rules:

- 1) A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality, and group affiliation, if applicable;
- 2) Each participant shall be limited to three (3) minutes' duration;
- 3) Each participant may comment or make a statement on issues that are of concern to the Authority. The Authority shall have no obligation to answer any question or inquiry. Should a participant submit a question or inquiry, the presiding officer shall determine if such question or inquiry shall be addressed and answered.
- 4) The presiding officer may:
  - a) Interrupt, warn, and/or terminate a participant's statement when it is too lengthy;
  - b) Interrupt and/or warn a participant when the statement is abusive, obscene, or may be defamatory;
  - c) Request any person to leave the meeting when that person does not observe reasonable decorum; and
  - d) Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting.

**RESOLUTION # 2223: APPROVAL OF PAYMENT TO "FERGUSON ENTERPRISES INC."**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Ferguson Enterprises, Inc." and;

**WHEREAS**, "Ferguson Enterprises, Inc." is hereby requesting payment in the amount of \$181,138.28 for handicap accessories & fixtures in Andover-Kent Towers, Heckman House, & John F. O'Donnell Apartment Buildings.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$181,138.28 to update handicap accessories & fixtures in the high-rise apartments.

**RESOLUTION # 2224: APPROVAL OF PAYMENT TO "FERGUSON ENTERPRISES INC."**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Ferguson Enterprises, Inc.” and;

**WHEREAS**, “Ferguson Enterprises, Inc.” is hereby requesting payment in the amount of \$55,421.19 for handicap accessories & fixtures in Andover-Kent Towers, Heckman House, & John F. O’Donnell Apartment Buildings.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$55,421.19 to update handicap accessories & fixtures in the high-rise apartments.

**RESOLUTION # 2225: APPROVAL OF PAYMENT TO “FERGUSON ENTERPRISES INC.”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Ferguson Enterprises, Inc.” and;

**WHEREAS**, “Ferguson Enterprises, Inc.” is hereby requesting payment in the amount of \$30,268.30 for handicap accessories & fixtures in Andover-Kent Towers, Heckman House, & John F. O’Donnell Apartment Buildings.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$30,268.30 to update handicap accessories & fixtures in the high-rise apartments.

**RESOLUTION #: 2226 – APPROVAL OF DONATION OF TRAILER TO THE TOWN OF PHILLIPSBURG**

**WHEREAS**, the Housing Authority of the Town of Phillipsburg (“Authority”) is the owner of a 2003 Bri-Mar Equipment Hauler Trailer (“Trailer”); and

**WHEREAS**, the Authority has determined that the Trailer is no longer needed for public use; and

**WHEREAS**, the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-36, authorizes the Authority, by Resolution, to sell or donate public personal property no longer needed for public use to another local contracting unit without the need for public advertisement; and

**WHEREAS**, the Authority seeks to enter into an agreement with the Town of Phillipsburg to donate the Trailer to the Town,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Phillipsburg Housing Authority as follows:

1. It is hereby determined that the Trailer is no longer needed for public use;
2. The Authority is hereby authorized to sell/donate the Trailer to the Town of Phillipsburg on an as-is basis; and
3. The Executive Director is hereby authorized to enter into and execute an agreement for the sale/donation of the Trailer with the Town of Phillipsburg, subject to approval by legal counsel.

**RESOLUTION #: 2227 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP I FOR MARCH 2025**

**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	\$ 20,794.98
Vacate Charges	\$ 14,089.89
Other monies owed	<u>\$ 6,928.45</u>
<b><i>TOTAL WRITE-OFFS AMP I</i></b>	<b><i>\$41,813.32</i></b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP I Total Collection Losses of **\$41,813.32** and hereby adopts said Resolution #: **2227** and approves Collection Losses for AMP I.

**RESOLUTION #: 2228 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP II FOR MARCH 2025**

**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	\$ 4,601.76
Vacate Charges	\$ 4,482.62
Other monies owed	<u>\$ 50.00</u>
<b><i>TOTAL WRITE-OFFS AMP II</i></b>	<b><i>\$ 9,134.38</i></b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP II Total Collection Losses of **\$9,134.38** and hereby adopts said Resolution #: **2228** and approves Collection Losses for AMP II.

**RESOLUTION #: 2229 - FINAL 2021 CAPITAL FUND PROGRAM (CFP) HUD-50075.1 ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT**

**WHEREAS**, the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* have provided the *Resident Advisory Board* and the Mayor of the *Town of Phillipsburg* with the Final 2021 Capital Fund Program (CFP) HUD-50075.1 Annual Statement/Performance and Evaluation Report, and;

**WHEREAS**, no comments have been received by the Resident Advisory Members or the Mayor of the *Town of Phillipsburg*.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approve the final 2021 Capital fund Program (CFP) and approve HUD-50075.1 Annual Statement/Performance and Evaluation Report to be submitted to Close-Out the 2021 Capital Fund Program (CFP).

**RESOLUTION #: 2230 - APPROVAL OF PAYMENT TO "AMAZON"**

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

**WHEREAS**, "*Amazon*" is hereby requesting payment in the amount of \$1,184.66 for furniture & equipment; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said purchase of furniture & equipment for the EnVision Room through the Library Grant.

**RESOLUTION #: 2231 - APPROVAL OF PAYMENT TO "LOOK-FIRST TECHNOLOGY"**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Look-First Technology"; and,

**WHEREAS**, "*Look-First Technology*" is hereby requesting payment in the amount of \$3,696.45 for Licenses & Cybersecurity; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said purchase of Licenses & Cybersecurity for the EnVision Room through the Library Grant.

**12. COMMISSIONER COMMENTS**

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

**14. ADJOURNMENT**