

AGENDA

MAY 14, 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 APRIL 9, 2025

6. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION MEETING ON APRIL 9, 2025

7. BILLS –APRIL 2025

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 #: 2249 - ADOPTION OF ANNUAL AND CAPITAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026.

WHEREAS, the Annual Budget and 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 for Adoption before the Commissioners of the Housing Authority, at its open public meeting of May 14, 2025; 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 \$ 6,627,880.00; Total Appropriations, including any Accumulated Deficit, if any, of \$ 6,155,000.00 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 14, 2025; the Annual Budget and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2025 and ending 6/30/2026; 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 #: 2250 - RESOLUTION APPROVING THE POLICY FOR THE DISPOSITION OF A DECEASED TENANT'S PROPERTY

WHEREAS, it is deemed desirable and in the best interest of the Housing Authority of the Town of Phillipsburg ("Authority") to implement certain policies in order to address the procedure for the disposition of property belonging to a deceased tenant; and

WHEREAS, the Board of Commissioners have reviewed and considered the Policy for the Disposition of a Deceased Tenant's Property and have determined that it is in the best interest of the Authority to adopt the policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby approves the policy for the Disposition of a Deceased Tenant's Property, a copy of which is attached hereto and incorporated herein.

RESOLUTION #: 2251 - APPROVAL OF CHANGES TO EMPLOYEE HANDBOOK - SECTION XV - B#6 TO BE REMOVED

WHEREAS, Section XV-B#6 of the Employee Handbook currently states: "Any employee called out for emergency sewer work will be paid for four (4) hours of base salary regardless of the time of repairs."

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the following section of the Employee Handbook, Section XV-B#6 – by removing it entirely, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the amendment to the Employee Handbook – effective May 14, 2025.

RESOLUTION #: 2252 - APPROVAL OF PAYMENT TO “KNOCK ON WOOD” FOR EMERGENCY SERVICES FOR THE REMOVAL OF A FALLEN TREES ON TUESDAY, APRIL 15, 2025

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Knock on Wood*” and;

WHEREAS, “*Knock on Wood*” is hereby requesting payment in the amount of \$2,750.00 for the emergency removal of a fallen tree that fell into the Andover-Kent Parking Lot from a house next door on Mercer Street; and,

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorize and approve the necessary emergency removal of the fallen tree on the Andover-Kent Parking Lot.

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 \$2,750.00 to “*Knock on Wood*” for emergency services for the removal one (1) fallen tree.

RESOLUTION #: 2253 - APPROVAL TO AMEND ACOP LEASE APPENDIXES; APPENDIX A – SECTIONS II – 18 & SECTION V-4

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the ACOP Lease Appendixes; Appendix A – Sections II-18 & Section V-4, and;

WHEREAS, “the Executive Director is recommending the Board of Commissioners approve the said amendments of the ACOP Lease Appendixes, and;

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts and approves the recommendation of the Executive Director to amend the ACOP Lease Appendixes; Appendix A – Sections II-18 & V-4.

RESOLUTION #: 2254 - APPROVAL FOR PHILLIPSBURG HOUSING TO OPEN A NEW ACCOUNT AT “PROVIDENT BANK” FOR BANKING SERVICES FOR SECTION 8 HCV ADMINISTRATIVE FEES

WHEREAS, *the Housing Authority of the Town of Phillipsburg* desires to open an Account at “Provident Bank” for Banking Services for the Section 8 HCV Administrative Fees; and

WHEREAS, Thomas F. McGuire, Executive Director recommends opening a new bank Account at “*Provident Bank*” for Banking Services for the Section 8 HCV Administrative Fees; 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: *Section 8 HCV Administrative Fees*

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 *Section 8 HCV Administrative Fees* at “*Provident Bank*”.

RESOLUTION #: 2255 - APPROVAL OF PAYMENT TO NIELSEN FORD OF MORRISTOWN

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of a new vehicle; and

WHEREAS, the housing authority purchased a 2025 F150 Ford Regular Cab w/side mount from “*Nielsen Ford of Morristown, Inc.*” through the Morris County Co-op; and

WHEREAS, “*Nielsen Ford of Morristown, Inc.*” is requesting payment in the amount of \$54,420.90 for the purchase of the 2025 F150 Ford Regular Cab w/side mount; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves and authorizes said payment in the amount of \$54,420.90 for the purchase of the 2025 F150 Ford Regular Cab w/side mount.

RESOLUTION #: 2256 - APPROVAL TO AMEND ACOP SECTIONS 6-I.O & 9-III.D

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the ACOP Sections 6-I.O & 9-III.D, and;

WHEREAS, “the Executive Director is recommending the Board of Commissioners approve the said amendments of the ACOP, and;

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts and approves the recommendation of the Executive Director to amend the ACOP Sections 6-I.O & 9-III.D.

RESOLUTION#: 2257 - 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 7/1/2025 to 6/30/2026.

RESOLUTION #: 2258 – 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 7/1/2025 to 6/30/2026.

RESOLUTION #: 2259 - APPROVAL OF FEE ACCOUNTANT SERVICES TO “WILLIAM KATCHEN, CPA”

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* advertised for Proposals for “Fee Accounting Services”; and

WHEREAS, *Housing Authority* received a Proposal from “*Bill Katchen*”; and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Fee Accounting Services to “*Bill Katchen*”.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Fee Accounting Services to “William Katchen” at the rate of \$4000.00 per month for the period of 7/1/2025 to 6/30/2026. Second year option is for the same price.

13. COMMISSIONER COMMENTS

14. EXECUTIVE SESSION (if needed)

15. ADJOURNMENT