

AGENDA

October 5, 2022

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 SEPTEMBER 7, 2022

6. BILLS – SEPTEMBER 2022

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 #: 1978 APPROVAL FOR CLARIFICATION OF OCCUPANCY OF HIGH-RISE UNITS

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to clarify the occupancy of the High-Rise Units known as Andover-Kent Towers, Heckman House, & John F. O'Donnell Apartments (Amp II), and;

WHEREAS, *Housing Authority of the Town of Phillipsburg* clarifies that the Andover-Kent Towers, Heckman House, and John F. O'Donnell Apartment Buildings (Amp II) are independent living facilities offering 206 rental units to those whose income meets standards set by the US Department of Housing and Urban Development (HUD) and are at least 62 years of age or older or 55 years of age and older and collecting Social Security Disability Benefits, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby acknowledges the clarification of the High-Rise Units.

RESOLUTION #: 1979 APPROVAL OF PEST CONTROL, BED BUG, & BED BUG CANINE SERVICES TO CORBETT EXTERMINATING

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for “Pest Control, Bed Bug Services & Bed Bug Canine Services”; and

WHEREAS, *Housing Authority* received one Proposal from “*Corbett Exterminating.*”; and

WHEREAS, *Housing Authority* Personnel reviewed said proposal and found that “*Corbett Exterminating*” met all the required specifications in the Request for Proposal.

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Pest Control, Bed Bug, & Bed Bug Canine Services Contract to “*Corbett Exterminating*”.

NOW THEREFORE BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Pest Control, Bed Bug, & Canine Services to “*Corbett Exterminating*” at the rates listed below:

PEST CONTROL

\$165.00 per week
\$170.00 per week

November 1, 2022 – October 31, 2023
November 1, 2023 – October 31, 2025

BED BUGS

NOVEMBER 1, 2022 – OCTOBER 31, 2023	AREA	NOVEMBER 1, 2023 – OCTOBER 31, 2025
\$400	Office Areas	\$412
\$500	Community Building	\$515
\$400	Efficiency Unit	\$412
\$400	One Bedroom Unit	\$412
\$450	Two Bedroom Unit	\$464
\$500	Three Bedroom Unit	\$515
\$550	Four Bedroom Unit	\$567

BED BUG CANINE

November 1, 2022 – October 31, 2023
November 1, 2023 – October 31, 2025

\$23,120.00 to complete every unit
\$23,814.00 to complete every unit

RESOLUTION #: 1980 - APPROVAL OF ELEVATOR MAINTENANCE SERVICES TO “CURRENT ELEVATOR”

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

WHEREAS, *Housing Authority* received one Proposal from “*Current Elevator*”; and

WHEREAS, *Housing Authority* Personnel reviewed said proposal and found that “*Current Elevator*” met all the required specifications in the Request for Proposal.

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Elevator Maintenance Services Contract to “*Current Elevator*”.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Elevator Maintenance Services to “Current Elevator” at the rates listed below:

The monthly maintenance fees are as follows:

Heckman House	\$500.00
John F. O’Donnell	\$600.00
Andover-Kent Towers	\$275.00

Hourly rates for repairs outside of the maintenance contract	\$265.00
Overtime rate for repairs outside of the maintenance contract	\$397.00
Parts markup percentage	10%

RESOLUTION #: 1981 APPROVAL OF PAYMENT TO “NAN MCKAY”

WHEREAS, Housing Authority of the Town of Phillipsburg is engaged in an agreement with “Nan McKay” and;

WHEREAS, “Nan McKay” is hereby requesting payment in the amount of \$332.71 for the Housekeeping Basics Video, 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 \$332.71 to “Nan McKay” for the Housekeeping Basics Video.

RESOLUTION #: 1982 APPROVAL OF PAYMENT TO “NJ ADVANCE MEDIA”

WHEREAS, Housing Authority of the Town of Phillipsburg is engaged in an agreement with “NJ Advance Media” and;

WHEREAS, “NJ Advance Media” is hereby requesting payment in the amount of \$204.85 for the Architectural/Engineering RFP Advertisement, 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 \$204.85 to “NJ Advance Media” for the Architectural/Engineering RFP Advertisement.

RESOLUTION #: 1983 APPROVAL TO AMEND SALARY GRADE AND STEPS FOR POSITIONS MAINTENANCE LABORER I AND MAINTENANCE TECHNICIAN I & II

WHEREAS, Housing Authority of the Town of Phillipsburg is revising the salary grade and steps for the positions of Maintenance Laborer I and Maintenance Technician I & II and;

NOW, THEREFORE, BE IT RESOLVED, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby accepts the recommendation of the Executive Director to adopt the amended salary grade and steps for positions Maintenance Laborer I and Maintenance Technician I and II.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT