

# AGENDA

October 6, 2021

**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 ANNUAL RE-ORGANIZATION MEETING ON AUGUST 4, 2021**

**6. APPROVAL OF THE MINUTES OF REGULAR MEETING ON AUGUST 4, 2021**

**7. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON AUGUST 4, 2021**

**8. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 1, 2021**

**9. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING ON SEPTEMBER 1, 2021**

**10. BILLS - SEPTEMBER 2021**

**11. COMMUNICATIONS**

**12. ADMINISTRATIVE REPORT**

(Executive Director's Report)

**13. REPORT OF THE SECRETARY TREASURER**

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

**14. REPORT OF COMMITTEES**

- a. Finance/Bank Balances
- b. Personnel

## 15. NEW BUSINESS

### RESOLUTION#: 1888 – APPROVAL OF PAYMENT TO “THE DURNIN CORPORATION” FOR EMERGENCY SERVICES FOR GAS LEAK AT 502-512 KNEEDLER AVENUE

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* experienced the need to obtain emergency services; and

**WHEREAS**, Kevin DeGerolamo, Property Manager, recommended to Thomas McGuire, Acting Executive Director the need for this repair due to the gas leak on 1.5 gas feed going through the foundation wall for the locations of 502-512 Kneedler Avenue; and

**WHEREAS**, Acting Executive Director McGuire contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them of the situation; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the necessary repairs to the gas leak for the locations at 502-512 Kneedler Avenue at a cost not to exceed Five thousand four hundred eighty-five (\$5,485.00) Dollars without prior approval from the Board of Commissioners to “*The Durnin Corporation*”.

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said repairs to gas leak for the locations at 502-512 Kneedler Avenue at a cost not to exceed Five thousand four hundred eighty-five (\$5,485.00) Dollars without prior approval from the Board of Commissioners to “*The Durnin Corporation*”.

### RESOLUTION #: 1889- APPROVAL TO HIRE “O & S ASSOCIATES”, ARCHITECT FOR ELEVATOR UPGRADES AT JOHN F. O'DONNELL APARTMENTS

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* has advertised for bids for an architect for elevator upgrades at the John F. O'Donnell Apartments.

**WHEREAS**, *Housing Authority* received the following bids:

O & S ASSOCIATES	\$40,500.00
H2M ARCHITECTS	\$68,060.00

**WHEREAS**, Thomas F. McGuire, Acting Executive Director recommends awarding the Bid for the Architect for the Elevator upgrades at the John F. O'Donnell Apartments to “*O & S ASSOCIATES*”; and

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approves the hiring of “*O & S ASSOCIATES*” as architect for elevator upgrades to the John F. O'Donnell Apartments to “*O & S ASSOCIATES*” in the amount of \$40,500.00.

### RESOLUTION #: 1890 - APPROVAL OF PAYMENT TO “NEWEGG BUSINESS”

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Newegg Business*” and;

**WHEREAS**, “*Newegg Business*” is hereby requesting payment in the amount of \$2,069.84 for IT Equipment/Surveillance, 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 \$2,069.84 to “*Newegg Business*” for IT Equipment/Surveillance.

**RESOLUTION #: 1891 - 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 \$12,783.00 for Staff Training, 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 \$12,783.00 to "Nan McKay" for Staff Training.

**RESOLUTION #: 1892 - APPROVAL OF PAYMENT TO "GRAPHIC ACTION"**

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

**WHEREAS**, "Graphic Action" is hereby requesting payment in the amount of \$1,929.00 for Signs for Community Building & Maintenance Building, 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 \$1,929.00 to "Graphic Action" for Signs for Community Building & Maintenance Building.

**16. COMMISSIONER COMMENTS**

**EXECUTIVE SESSION (If needed)**

**17. ADJOURNMENT**