

AGENDA

November 2, 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. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON OCTOBER 5, 2022

7. BILLS – OCTOBER 2022

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 #: 1984 APPROVAL OF PAYMENT TO "O & S ASSOCIATES, INC."

WHEREAS, Housing Authority of the Town of Phillipsburg is engaged in an agreement with "O & S Associates, Inc."; and,

WHEREAS, "O & S Associates, Inc." is hereby requesting payment in the amount of \$2,000.00 for services rendered for the John F. O'Donnell Elevator.

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Phillipsburg hereby approves and authorizes said payment in the amount of \$2,000.00 to "O & S Associates, Inc." for services rendered for the John F. O'Donnell Elevator.

RESOLUTION #: 1985 APPROVAL OF PAYMENT TO “PAX MUNDUS ENTERPRISE, LLC.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Pax Mundus Enterprise, LLC.*”; and,

WHEREAS, “*Pax Mundus Enterprise, LLC*” is hereby requesting payment in the amount of \$12,339.00 for painting of units.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$12,339.00 to “*Pax Mundus Enterprise, LLC.*” for painting of units.

RESOLUTION #: 1986 APPROVAL OF PAYMENT TO “RFP SOLUTIONS, INC.”

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

WHEREAS, “*RFP Solutions, Inc.*” is hereby requesting payment in the amount of \$12,222.00 for new phones and installation in the main office.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$12,222.00 to “*RFP Solutions, Inc.*” for new phones and installation in the main office.

RESOLUTION #: 1987 -APPROVAL TO AMEND RESOLUTION #1980 CORRECTING THE MONTHLY MAINTENANCE FEE FOR HECKMAN HOUSE FROM \$500.00 TO \$550.00

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

WHEREAS, *Housing Authority of the Town of Phillipsburg* received a Proposal from “Current Elevator” which stated a monthly maintenance fee of \$550 for the Heckman House; and,

WHEREAS, there was a typographical error and the monthly maintenance fee for the Heckman House was listed as \$500 instead of \$550; and,

WHEREAS, the Executive Director is recommending the Board of Commissioners approve the said amendment; and,

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend Resolution #1980.

BE IT RESOLVED, the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby accepts the recommendation of the Executive Director to amend Resolution #1980.

RESOLUTION #: 1988 APPROVAL OF ARCHITECT/ENGINEER SERVICES PROPOSAL FROM “O & S ASSOCIATES ENGINEERS & ARCHITECTS” FOR THE JOHN F. O’DONNELL APARTMENT BUILDING EXTERIOR

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals FOR Architect/Engineer Services for the John F. O’Donnell Apartment Building Exterior; and,

WHEREAS, the following proposals were received; and,

<i>O&S Associates Engineers & Architects:</i>	<i>\$59,500.00</i>
<i>W2A Architects</i>	<i>\$75,500.00</i>

WHEREAS, the proposal has been reviewed for completeness and compliance; and,

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the Architect/Engineer Services for the John F. O'Donnell Apartment Building Exterior to "*O&S Associates Engineers & Architects*".

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above proposal, to hereby award the contract for the John F. O'Donnell Project Exterior to "O & S Associates Engineers & Architects".

RESOLUTION #: 1989 APPROVAL FOR PHA TO REJECT BIDS & REBID FOR "WEBSITE REDESIGN"

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Bids for "Website Redesign", and;

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received one bid from Vtech Solution, Inc. in the amount of \$58,000.00; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg Personnel reviewed the bid and it was determined that the bid was too costly; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the bids for Website Redesign due to the cost and rebid for Website Redesign.

RESOLUTION #: 1990 RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF DIRECTOR OF OPERATIONS

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need of a Director of Operations; and

WHEREAS, the Authority wishes to create a position entitled "Director of Operations" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby establishes and creates a position entitled "Director of Operations" with the responsibilities outlined in Exhibit A; and

BE IT FURTHER RESOLVED, that the Position of "Director of Operations" shall be compensated based upon education and experience in the salary range of \$90,000.00 Step A to \$109,395.00 Step E.

RESOLUTION #: 1991 RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF MAINTENANCE FOREMAN

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need of a Maintenance Foreman; and

WHEREAS, the Authority wishes to create a position entitled "Maintenance Foreman" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby establishes and creates a position entitled "Maintenance Foreman" with the responsibilities outlined in Exhibit A; and

BE IT FURTHER RESOLVED, that the Position of "Maintenance Foreman" shall be compensated based upon education and experience in the salary range of \$78,192.60 Step A to \$96,000.00 Step E.

RESOLUTION #: 1992 RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF MAINTENANCE ASSISTANT FOREMAN

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need of a Maintenance Assistant Foreman; and

WHEREAS, the Authority wishes to create a position entitled "Maintenance Assistant Foreman" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby establishes and creates a position entitled "Maintenance Assistant Foreman" with the responsibilities outlined in Exhibit A; and

BE IT FURTHER RESOLVED, that the Position of "Maintenance Assistant Foreman" shall be compensated based upon education and experience in the salary range of \$70,720.00 Step A to \$85,960.60 Step E.

RESOLUTION #: 1993 RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF SENIOR ACCOUNTANT

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need of a Senior Accountant; and

WHEREAS, the Authority wishes to create a position entitled "Senior Accountant" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby establishes and creates a position entitled "Senior Accountant" with the responsibilities outlined in Exhibit A; and

BE IT FURTHER RESOLVED, that the Position of "Senior Accountant" shall be compensated based upon education and experience in the salary range of \$55,000.00 Step A to \$66,853.00 Step E.

RESOLUTION #: 1994 RESOLUTION AUTHORIZING THE STIPEND INCREASE FOR THE EMERGENCY/ON CALL PHONE

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need to increase the Stipend for the Emergency/On Call Phone and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby increases the annual Stipend for the Emergency/On Call Phone from \$3,900.00 to \$6,500.00 per year and

BE IT FURTHER RESOLVED, that the Stipend for the Emergency/On Call Phone shall be compensated based upon a weekly stipend of \$125.00.

13. COMMISSIONER COMMENTS

14. EXECUTIVE SESSION (if needed)

15. ADJOURNMENT