

# AGENDA

February 1, 2023

**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 DECEMBER 7, 2022**

**6. BILLS – DECEMBER 2022 & JANUARY 2023**

**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 #: 2006 - APPROVAL OF PAYMENT TO PAUL FORD FOR SICK TIME & VACATION TIME PAYMENT UPON HIS RETIREMENT FROM THE PHILLIPSBURG HOUSING AUTHORITY**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to approve payment to Paul Ford for sick and vacation time and;

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$106.82 to Paul Ford for vacation time payout and \$4,829.58 for sick time payout upon his retirement from the Phillipsburg Housing Authority per the policy.

**RESOLUTION #: 2007 - FINAL 2018 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 2018 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 2018 Capital fund Program (CFP) and approve HUD-50075.1 Annual Statement/Performance and Evaluation Report to be submitted to Close-Out the 2018 Capital Fund Program (CFP).

**RESOLUTION #: 2008 - APPROVAL OF PROPOSAL FOR WEBSITE REDESIGN TO “FUERZA STRATEGY GROUP”**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* has advertised for proposals for Website Redesign.

**WHEREAS**, the following proposals were received:

Fuerza Strategy Group	\$14,000.00
Revize	\$15,880.00

**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 for completeness and compliance, hereby awards the Website Redesign contract to “Fuerza Strategy Group” at the rate listed above.

**RESOLUTION #: 2009 - APPROVAL OF PAYMENT TO “MARK J. ZGODA, A/A PA”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Mark J. Zgoda, A/A PA” and;

**WHEREAS**, “Mark J. Zgoda, A/A PA” is hereby requesting payment in the amount of \$1,060.00 for Architectural & Engineering Services for the Heckman Terrace, 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 \$1,060.00 to “Mark J. Zgoda, A/A PA” for Architectural and Engineering Services for the Heckman Terrace.

**RESOLUTION #: 2010 - APPROVAL OF PAYMENT TO “TOM BARTHA & SON EXCAVATING”**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Tom Bartha & Son Excavating” and;

**WHEREAS**, “Tom Bartha & Son Excavating” is hereby requesting payment in the amount of \$141,471.15 for Concrete Slabs & Stairs; 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 \$141,471.15 to “Tom Bartha & Son Excavating” for Concrete Slabs & Stairs.

**RESOLUTION #: 2011 - APPROVAL OF CHANGES TO EMPLOYEE HANDBOOK - SECTION XXXXIV-  
CONFLICT OF INTEREST**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to amend the following section of the Employee Handbook, Section XXXXIV – Conflict of Interest to include HUD verbage, 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 February 1, 2023.

**RESOLUTION #: 2012 - APPROVAL OF ARCHITECT/ENGINEER SERVICES PROPOSAL FROM “ON BOARD ENGINEERING” FOR THE HECKMAN TERRACE ANNEX HEAT & HOT WATER PROJECT**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Architect/Engineer Services for the Heckman Terrace Annex Heat & Hot Water Project; and, **WHEREAS**, the following proposals were received; and,

“W2A ARCHITECTS”:	\$223,000.00
<i>Site Plan Preparation &amp; Submission:</i>	\$16,000.00
<b><u>TOTAL:</u></b>	<b><u>\$239,000.00</u></b>

“ON BOARD ENGINEERING”	\$199,500.00
<i>Survey:</i>	\$ 5,000.00
<i>Geotechnical Services:</i>	\$ 8,000.00
<b><u>TOTAL:</u></b>	<b><u>\$212,500.00</u></b>

**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 Heckman Terrace Annex Heat & Hot Water Project to “On Board Engineering”.

**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 Heckman Terrace Annex Heat & Hot Water Project to “On Board Engineering”.

**12. COMMISSIONER COMMENTS**

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

**14. ADJOURNMENT**