

# AGENDA

February 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 DECEMBER 1, 2021**

**6. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING ON DECEMBER 1, 2021**

**7. BILLS – DECEMBER 2021 & JANUARY 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 #: 1906 - APPROVAL FOR WRITE-OFF OF 1995 CHEVROLET PICK-UP TRUCK (VIN#: 1GCEC14Z9SZ130952)**

**WHEREAS**, a 1995 Chevrolet Pickup Truck (VIN#: 1GCEC14Z9SZ130952) appears on the inventory books of the *Housing Authority of the Town of Phillipsburg*, and;

**WHEREAS**, the 1995 Chevrolet Pickup Truck (VIN#: 1GCEC14Z9SZ130952) is no longer in working order and needs to be scrapped, and;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the write-off for the 1995 Chevrolet Pickup Truck (VIN#: 1GCEC14Z9SZ130952) and hereby adopts said Resolution #: **1907**.

### **RESOLUTION #: 1907 - APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN MCKAY**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to accept all revisions to the Admissions & Occupancy (ACOP) Policy;

**WHEREAS**, the Acting Executive Director is recommending the Board of Commissioners approve all the revisions to the Admissions & Occupancy (ACOP) Policy.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay.

### **RESOLUTION #: 1908 - RESOLUTION FOR COMMISSIONER KORP**

**WHEREAS**, John Korp was appointed as a Commissioner for the Phillipsburg Housing Authority on August 1, 1997 and then on August 1, 2012; and

**WHEREAS**, John served admirably as a Commissioner for approximately fourteen and a half years; and

**WHEREAS**, John selflessly undertook the arduous task of fulfilling the mandatory training requirements, and

**WHEREAS**, John was elected and served as Chairman of the Board of Commissioners from August 1, 2016 through August 1, 2021, contributing meaningfully to the leadership of the board; and

**WHEREAS**, John's presence on the board was characterized by impeccable attendance, active engagement and enthusiastic participation; and

**WHEREAS**, John consistently acted with integrity, loyalty, and compassion; and

**WHEREAS**, John was strongly committed to the health, safety, security and well-being of the residents of the Phillipsburg Housing Authority.

**NOW, THEREFORE, BE IT RESOLVED**, that the Phillipsburg Housing Authority express its appreciation for his unwavering dedication, admirable service and active leadership to the Phillipsburg Housing Authority and its residents; and

**BE IT FURTHER RESOLVED**, that this Resolution be presented to Commissioner Korp to perpetuate his legacy of integrity, loyalty and compassion and his faithful commitment to the Phillipsburg Housing Authority and its residents.

**RESOLUTION #: 1909 - APPROVAL FOR ANTICIPATED EMERGENCY REPAIR FOR BOILERS IN THE HECKMAN TERRACE ANNEX**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* in anticipation needing to obtain emergency services; 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 anticipated repairs to the Boilers at the Heckman Terrace Annex for labor and materials; and

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said anticipated repairs to the Boiler at the Heckman Terrace Annex for labor and materials.

**RESOLUTION #: 1910 - APPROVAL FOR ANTICIPATED EMERGENCY REPAIR FOR BOILERS IN THE JOHN F. O'DONNELL APARTMENT BUILDING**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* in anticipation needing to obtain emergency services; 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 anticipated repairs to the Boilers at the John F. O'Donnell Apartment Building for labor and materials; and

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said anticipated repairs to the Boiler at the John F. O'Donnell Apartment Buildings for labor and materials.

**RESOLUTION #: 1911 APPROVAL OF PAYMENT TO "CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS" FOR RAD PHYSICAL CONDITION ASSESSMENT**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Clampett Industries, LLC d/b/a Bureau Veritas*" and;

**WHEREAS**, "*Clampett Industries, LLC d/b/a Bureau Veritas*" is hereby requesting payment in the amount of \$23,800.00 for RAD Physical Condition Assessment, 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 \$23,800.00 to "*Clampett Industries, LLC d/b/a Bureau Veritas*" for RAD Physical Condition Assessment.

**RESOLUTION #: 1912 APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR ELEVATOR UPGRADES AT THE JOHN F. O’DONNELL APARTMENT BUILDING**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “O&S Associates” and;

**WHEREAS**, “O&S Associates” is hereby requesting payment in the amount of \$3,500.00 for Elevator Upgrades at the John F. O’Donnell Apartment 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 \$3,500.00 to “O&S Associates” for Elevator Upgrades at the John F. O’Donnell Apartment Building.

**RESOLUTION#: 1913 APPROVAL OF PAYMENT TO “ROVANCO PIPING SYSTEM” FOR THE RICWELL REPAIRS ON GREEN STREET & WALNUT STREET**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Rovanco Piping System*”, and;

**WHEREAS**, “*Rovanco Piping System*” is hereby requesting payment in the amount of \$21,726.31 for services rendered for Ricwell Repairs on Green Street & Walnut Street.

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount \$21,726.31 to “*Rovanco Piping System*”, for services rendered for Ricwell Repairs on Green Street & Walnut Street.

**RESOLUTION #: 1914 APPROVAL OF PAYMENT TO “JHM SIGNS”**

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

**WHEREAS**, “JHM Signs” is hereby requesting payment in the amount of \$6,312.26 for Signage for the Housing Authority Property, 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 \$6,312.26 to “JHM Signs” for Signage for the Housing Authority Property.

**RESOLUTION #: 1915 APPROVAL OF INTER-LOCAL AGREEMENT FOR THE PURCHASE OF GASOLINE, MOTOR FUEL & ROCK SALT WITH THE TOWN OF PHILLIPSBURG FOR THE 2022 CALENDAR YEAR**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* has been engaged in an inter-local agreement with the “*Town of Phillipsburg*” at the actual cost of gasoline plus a 3% surcharge, the actual cost of motor fuel and rock salt, and;

**WHEREAS**, the agreement has expired and the “*Town of Phillipsburg*” has requested a new agreement, and;

**WHEREAS**, Thomas F. McGuire, Acting Executive Director, recommends entering a new agreement, and;

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with “*The Town of Phillipsburg*” at the actual cost of gasoline plus a 3% surcharge, and the actual cost of motor fuel & rock salt.

**RESOLUTION #: 1916 APPROVAL TO APPOINT “PROVIDENT BANK” FOR BANKING SERVICES**

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

**WHEREAS**, *Housing Authority* received proposals from the following banks: “*Provident Bank*”; and

**WHEREAS**, Thomas F. McGuire, Acting Executive Director recommends awarding the Banking Services to “*Provident Bank*”.

**NOW THEREFORE BE IT RESOLVED**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Banking Services to “*Provident Bank*” with an Interest Rate of .25%.

**RESOLUTION #: 1917 APPROVAL TO APPOINT “MARK ZAGODA, AIA PA” FOR ARCHITECT OF RECORD**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for an “Architect of Record”; and

**WHEREAS**, *Housing Authority* received proposals from the following companies:

“*Mark Zagoda, AIA PA*” – Principal-\$100.00 per hour, Licensed Engineer \$100.00 per hour, Engineer/Architect \$90.00 per hour

“*W2A*” – Principal-\$150.00 per hour, Licensed Engineer-\$120.00 per hour, Engineer/Architect- \$80.00 per hour

“*Lothrop*” – Principal - \$205.00 per hour, Licensed Engineer - \$175.00 per hour, Engineer/Architect - \$150.00 per hour/\$175.00 per hour

**WHEREAS**, Thomas F. McGuire, Acting Executive Director recommends awarding the Architect of Record to “*Mark Zagoda, AIA PA*”.

**NOW THEREFORE BE IT RESOLVED**, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Architect of Record to “*Mark Zagoda, AIA PA*”.

**RESOLUTION #: 1918 APPROVAL OF PAYMENT TO “CLAMPETT INDUSTRIES, LLC, d/b/a BUREAU VERITAS” FOR RAD PHYSICAL NEEDS ASSESSMENT**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Clampett Industries, LLC, d/b/a, Bureau Veritas*” and;

**WHEREAS**, “*Clampett Industries, LLC, d/b/a, Bureau Veritas*” is hereby requesting payment in the amount of \$4,650.00 for RAD Physical Condition Assessment, 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 \$4,650.00 to “*Clampett Industries, LLC, d/b/a, Bureau Veritas*” for RAD Physical Needs Assessment.

**RESOLUTION #: 1919 APPROVAL OF PAYMENT TO WILLIAM PAUL RUMMERFIELD FOR HIS SICK TIME AND VACATION TIME UPON HIS RETIREMENT FROM THE PHILLIPSBURG HOUSING AUTHORITY**

**WHEREAS**, William Paul Rummerfield was employed with the Phillipsburg Housing Authority from May 19, 1999 until his retirement on December 31, 2021.

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to approve a payment of \$114,961.53 to William Paul Rummerfield for accumulated sick and vacation leave time and;

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment to William Paul Rummerfield in the total amount of \$114,961.53 (\$26,605.38 for vacation time payout and \$88,356.15 for sick time payout) upon his retirement from the Phillipsburg Housing Authority.

**RESOLUTION #: 1920 APPROVAL FOR CHANGE ORDER #1 TO “W2A DESIGN GROUP” ARCHITECT FOR THE FEASIBILITY STUDY FOR THE HECKMAN TERRACE ANNEX**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*W2A Design Group*,” and;

**WHEREAS**, “*W2A DESIGN GROUP*” is hereby requesting Change Order #1 in the amount of \$5,900.00 for the Feasibility Study of the Heckman Terrace Annex.

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 in the amount of \$5,900.00 for the Feasibility Study of the Heckman Terrace Annex.

**RESOLUTION#: 1921 -APPROVAL TO AMEND RESOLUTION #1879 TO REMOVE JOHN J. KORP AS A SIGNATORY ON ALL CHECKS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* requires that all checks carry two signatures; and,

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the authorized signatures of checks carrying two signatures be amended as follows: Chairman (T. Kent Corcoran) or Vice Chairman (James Shelly), and the Acting Executive Director (Thomas F. McGuire), Secretary-Treasurer and,

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certify that the checks drawn on the Payroll Fund are to carry the signature of the Executive Director, Secretary-Treasurer and the Chairman; and,

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby wishes to remove John J. Korp as a signatory on all checks due to his resignation from the Board of Commissioners.

**BE IT RESOLVED**, that in the absence of the Chairman or Vice Chairman that Commissioner (Shawn Vanwhy) are so authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the payroll Fund where the Executive Director, Secretary-Treasurer and Chairman is so authorized.

**BE IT RESOLVED**, that former Commissioner John J. Korp is hereby removed as a signatory from all checks for the Housing Authority of the Town of Phillipsburg.

**BE IT FURTHER RESOLVED**, that in the absence of the Executive Director, Secretary- Treasurer that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

**BE IT FURTHER RESOLVED**, the Executive Director, Secretary-Treasurer and the Chairman or Co-Chairman (or in the absence of the Chairman or Co-Chairman), any other designated Commissioners approved in this resolution, along with the Executive director, Secretary-Treasurer is authorized to exercise the following powers:

- (1) Open any deposit or share account(s) in the name of the Authority
- (2) Endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution.

**BE IT FURTHER RESOLVED**, that this resolution, effective February 2, 2022 supersedes all previous resolutions covering signatures on checks of the *Housing Authority of the Town of Phillipsburg, New Jersey*.

**NOW THEREFORE BE IT FURTHER RESOLVED**, this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

### **13. COMMISSIONER COMMENTS**

**EXECUTIVE SESSION (If needed)**

### **14. ADJOURNMENT**