

AGENDA

February 3, 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 advertised by having the date, time, and place posted on the Phillipsburg Housing Authority Website.

In light of the Governor's Issuance of Executive Order 107, we have been strongly encouraged to conduct all public meetings subject to the Open Public Meetings Act exclusively using communications equipment (e.g., telephonic conference call-in connections, internet streaming, etc.) for the foreseeable future without providing a physical meeting place. All members of the public may access the meeting (either video or telephone) via Cisco Webex.

4. **APPROVAL OF THE MINUTES OF MEETING ON DECEMBER 2, 2020**

5. **APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON DECEMBER 2, 2020**

6. **BILLS - DECEMBER 2020 & JANUARY 2021**

7. **NEW BUSINESS**

RESOLUTION #: 1812 - Approval Awarding Concrete Work to "RVT Construction"

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for bids for Concrete Work;

WHEREAS, the following bids were received:

	<u>Concrete Work</u>
Custom Masonry	\$49,600.00
RVT Construction	\$44,939.00

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the bid award for Concrete Work to "**RVT Construction**", at a cost of **\$44,939.00**.

RESOLUTION #: 1813 - Approval of Write-offs for February 2021 for Amp I

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$20,370.34 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 13,094.78
Vacate Charges	\$ 4,998.28
Other monies owed	\$ 2,277.28
TOTAL WRITE-OFFS AMP I	\$ 20,370.34

RESOLUTION #: 1814 - Approval of Write-offs for February 2021 for Amp II

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$26,361.44 for the following:

<u>Amp II</u>	
Rent Losses	\$ 21,860.83
Vacate Charges	\$ 2,577.02
Other monies owed	\$ 1,923.59
TOTAL WRITE-OFFS AMP II	\$ 26,361.44

RESOLUTION #: 1815 - Approval for Change Order # 1 to Hygrade Insulators for Heckman Terrace Handrail Replacement

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #1 in the amount of \$12,723.48 for installation of six additional handrails.

RESOLUTION #: 1816 - Approval to change Personnel Policy, Section III, Letter H, "probationary period"

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 change the probationary period of all newly hired employees from three (3) to twelve (12) months.

RESOLUTION #: 1817 - Approval to designate Thomas F. McGuire as additional signatory

BE IT RESOLVED, the Board of Commissioner of the Housing Authority of the Town of Phillipsburg hereby approved Thomas F. McGuire as additional signatory to execute bank checks on behalf of the Authority while in the role of acting Executive Director.

8. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

9. ADJOURNMENT