

AGENDA

April 7, 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 MARCH 3, 2021

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON MARCH 3, 2021

6. BILLS – MARCH 2021

7. COMMUNICATIONS

Acting Executive Director McGuire is requesting the Board of Commissioners to pass a motion to permit the "*Warren County Board of Elections*" use of the Maintenance Building & John F. O'Donnell Building for Voters Polling on June 8 and November 2, 2021 from 5:00 AM to 9:00 PM.

Communication from Kelly Post-Sheedy

Appointment of Dustin Pierce, new board commissioner, filling in for the remainder of Ann Baptista's term.

8. ADMINISTRATIVE REPORT

(Executive Director's Report)

Maintenance Personnel Update

There were approximately twenty-seven (27) applications received for the maintenance positions that were advertised. Seven (7) applicants were contacted, only three (3) applicants were still interested. The applicants were interviewed by Mr. McGuire, Mr. DeGerolamo & Mr. Burger. It is the recommendation of Acting Executive Director Thomas McGuire that Douglas Solinger be hired as a General Laborer. It is further recommended that Michael O'Neill & Matthew VanScoten be hired as Facilities Maintenance Technician II's.

9. NEW BUSINESS

RESOLUTION #: 1830 –APPOINTMENT OF FUND COMMISSIONER

WHEREAS, the *Housing Authority of the Town of Phillipsburg* is a member of the *New Jersey Public Housing Authority Joint Insurance Fund*; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint Thomas McGuire as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2021.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG AT A MEETING HELD ON APRIL 7, 2021.

RESOLUTION #: 1831 – RESOLUTION OF APPRECIATION FOR COMMISSIONER SWICK

WHEREAS, Michael Swick was appointed as a Commissioner for the Phillipsburg Housing Authority on January 12, 2016; and

WHEREAS, Commissioner Swick served admirably as a Commissioner for five (5) years; and

WHEREAS, Commissioner Swick selflessly undertook the arduous task of fulfilling the mandatory training requirements, and

WHEREAS, Commissioner Swick was elected and served as vice-chairperson for two (2) years, contributing meaningfully to the leadership of the board; and

WHEREAS, Commissioner Swick’s presence on the board was characterized by impeccable attendance, active engagement and enthusiastic participation; and

WHEREAS, Commissioner Swick consistently acted with integrity, loyalty, and compassion; and

WHEREAS, Commissioner Swick was very 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 to Commissioner Swick 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 Swick to perpetuate his legacy of integrity, loyalty and compassion and his faithful commitment to the Phillipsburg Housing Authority and its residents.

RESOLUTION #: 1832 Approval of ACC Amendment to its Capital Fund Program in the amount of \$1,723,490.00

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has received the 2015 ACC Amendment to its Capital Fund Program in the amount of **\$1,723,490.00**, and

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* are desirous of authorizing Thomas McGuire, the Acting Executive Director, to execute the Amendment on behalf of the Phillipsburg Housing Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorize the Acting Executive Director, Thomas McGuire, to execute the 2021 ACC Amendment to the Capital Fund Program.

RESOLUTION #: 1833 Approval of HVAC Maintenance Services proposal from “MPA” for all developments

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* has advertised for Proposals for HVAC Maintenance Services for all developments.

WHEREAS, the following proposals were received:

Received From:	Standard Hrly Rate	Weekend Hrly Rate	Holiday Hrly Rate	OT Hourly Rate	Parts Markup
Air Systems	\$120.00/\$120.00	\$180.00/\$120.00	\$240.00/\$160.00	\$180.00/\$160.30	30%
MPA	\$98.00/\$78.00	\$147.00/\$117.00	\$196.00/\$156.00	\$137.00/\$107.00	25%
Magic Touch	\$102.40/\$71.25	\$153.60/\$106.88	\$204.80/\$142.50	\$153.60/\$106.88	10%

The second dollar amount is for a helper per the proposals.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the HVAC Services to “MPA” at the standard rate of \$98.00 per hour for mechanic, \$78.00 per hour for a mechanic’s helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 1834 Approval of Boiler & Heating Maintenance Services proposals from “MPA” for all developments

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

Received From	Standard Hrly Rate	Weekend Hrly Rate	Holiday Hrly Rate	OT Hourly Rate	Parts Markup
Air Systems	\$120.00/\$80.00	\$180.00/\$120.00	\$240.00/\$160.00	\$180.00/\$160.30	30%
Magic Touch	\$102.40/\$71.25	\$153.60/\$106.88	\$204.80/\$142.50	\$153.60/\$106.88	10%
MPA	\$98.00/\$78.00	\$147.00/\$117.00	\$196.00/\$156.00	\$137.00/\$107.00	25%

The second dollar amount is for a helper per the proposals.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Boiler & Heating Maintenance Services to “MPA” at the rate of \$98.00 per hour for mechanics and \$78.00 per hour for mechanics helpers, with weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 1835 Approval of Electrical Services Proposals from “Magic Touch” for all developments

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* has advertised for proposals for Electrical Services for all developments.

Received From	Standard Hrly Rate	Weekend Hrly Rate	Holiday Hrly Rate	OT Hourly Rate	Parts Markup
Magic Touch	\$102.40/\$71.25	\$153.60/\$106.88	\$204.80/\$142.50	\$153.60/\$106.88	10%
Power with Prestige	\$134.00/\$82.00	\$201.00/\$123.00	\$268.00/\$164.00	\$201.00/\$123.00	15%

The second dollar amount is for a helper per the proposals

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Electrical Services to “Magic Touch” at the rate of \$102.40 per hour for technicians, \$71.25 per hour for technician helpers, with weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 1836 - APPROVAL TO HIRE "W2A DESIGN GROUP", ARCHITECT FOR A/E FEASIBILITY STUDY OF HECKMAN TERRACE ANNEX

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* has advertised for bids for an architect for A Feasibility Study of the Heckman Terrace Annex.

WHEREAS, *Housing Authority* received the following bids:

W2A Design Group	\$7,800.00
McKernan Architect & Association	\$25,500.00
Thornton Tomasetti, Inc.	\$25,000.00

(Thornton Tomasetti, Inc. - Disqualified for failure to submit their NJ Business Registration.)

WHEREAS, Thomas F. McGuire, Acting Executive Director recommends awarding the Bid for the Architect for Feasibility Study of the Heckman Terrace Annex to "*W2A Design Group*"; and

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approves the hiring of "*W2A Design Group*" as architect for Feasibility Study of the Heckman Terrace Annex to "*W2A Design Group*" in the amount of \$7,800.00.

RESOLUTION #: 1837 -APPOINTMENT OF RIGHT TO KNOW COORDINATOR

WHEREAS, *the Housing Authority of the Town of Phillipsburg* is a member of the *New Jersey Public Housing Authority Joint Insurance Fund*; and

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a RIGHT TO KNOW COORDINATOR to represent and serve the authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint Timothy Burger as its RIGHT TO KNOW COORDINATOR for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2021.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG AT A MEETING HELD ON APRIL 7, 2021.

RESOLUTION #: 1838 APPROVAL FOR CHANGE ORDER #1 TO "POWER WITH PRESTIGE, INC."

WHEREAS, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* is engaged in an agreement with "*Power with Prestige, Inc*" and,

WHEREAS, "*Power with Prestige, Inc.*" is hereby requesting Change Order #1, dated March 15, 2021 decreasing their amount by Five thousand (\$5,000.00) Dollars for the installation of ceiling fans at the Heckman House and the John F. O'Donnell Buildings for the allowance not used during construction.

NOW, THEREFORE, BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #1 decreasing the amount by Five thousand (\$5,000.00) Dollars for the installation of ceiling fans at the Heckman House and John F. O'Donnell Buildings for the allowance not used during construction.

RESOLUTION #: 1839 - APPROVAL OF PAYMENT TO "HYGRADE INSULATORS, INC." FOR COMMUNITY BUILDING RE-ROOFING

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Hygrade Insulators, Inc.*", and;

WHEREAS, "*Hygrade Insulators, Inc.*" is hereby requesting payment in the amount of \$21,545.90 for services rendered for the Community Building Re-roofing.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount \$21,545.90 to "*Hygrade Insulators, Inc.*", for services rendered for the Community Building Re-roofing.

RESOLUTION #: 1840 - APPROVAL OF PAYMENT TO "ROVANCO PIPING SYSTEM" FOR THE RICWELL REPAIRS ON GREEN & ELM STREETS

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 \$35,814.92 for services rendered for Ricwell Repairs on Green & Elm Streets.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount \$35,814.92 to "*Rovanco Piping System*", for services rendered for Ricwell Repairs on Green & Elm Streets.

10. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

11. ADJOURNMENT