

AGENDA

JUNE 7, 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 MAY 3, 2023

6. APPROVAL OF THE EXECUTIVE SESSION MINUTES OF THE REGULAR MEETING ON MAY 3, 2023

7. BILLS – MAY 2023

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 #: 2044 APPROVAL OF FLAT RENT SIGNIFICANT AMENDMENT

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act.

WHEREAS, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective October 1, 2023. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* will place a cap on any increase in a family’s rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

to the family as follows: the lower of the product of the calculation and the updated flat rental amount; and the income-based rent.

RESOLUTION #: 2045 APPROVAL TO CONTINUE SUBSIDY FOR THE POOL PASSES FOR THE 2023 POOL SEASON

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* is desirous of continuing the subsidy for pool passes for tenants without lease violations for the 2023 Pool Season.

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby approves the subsidy of pool passes.

NOW, THEREFORE, BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby approves to continue the subsidy for the pools passes for the 2023 season at the following subsidies for tenants who do not have any lease violations.

Individual.....	\$ 90.00
Senior.....	\$ 90.00
Family.....	\$230.00
Family with 6+ - Additional person/s would be	\$ 65.00 each
Veteran.....	\$ 90.00
Veteran Family.....	\$204.00

RESOLUTION #: 2046 APPROVAL TO UPDATE AND REVISE THE EMPLOYEE HANDBOOK AS PER THE JOINT INSURANCE FUND (JIF) RECOMMENDATIONS

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to update and revise the Employee Handbook as per recommendations from the Joint Insurance Fund (JIF), and;

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

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 update and revise the Employee Handbook as per the recommendations from the Joint Insurance Fund (JIF).

RESOLUTION #: 2047 APPROVAL TO OFFER SECOND YEAR OPTION FOR FEE ACCOUNTING SERVICES TO “WILLIAM KATCHEN, CPA”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “William Katchen, CPA” and;

WHEREAS, “William Katchen, CPA” is hereby requesting to exercise the second- year option from July 1, 2023 to June 30, 2024 for Fee Accounting Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Fee Accounting Services to “*William Katchen, CPA*” at the annual rate of \$42,000.00 payable at the rate of \$3,500.00 per month for the period of July 1, 2023 to June 30, 2024.

RESOLUTION #: 2048 APPROVAL OF WRITE-OFFS FOR JUNE 2023 FOR AMP I

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, every effort to make the collections attached to this resolution has been exhausted:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 60,248.84
Vacate Charges	\$ 15,883.99
Other monies owed	\$ 7,517.01
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$ 83,649.84</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1. Total Collection Losses of **\$83,649.84** and hereby adopts said Resolution #: **2048** and approves Collection Losses for AMP 1 totaling **\$83,649.84**

RESOLUTION #: 2049 APPROVAL OF WRITE-OFFS FOR JUNE 2023 FOR AMP II

WHEREAS, the following accounts appear on the books of the *Housing Authority of the Town of Phillipsburg*, and;

WHEREAS, every effort to make the collections attached to this resolution has been exhausted:

<u>Amp II</u>	<u>Total Amounts</u>
Rent Losses	\$ 315.30
Vacate Charges	\$ 1,406.44
Other monies owed	\$ 25.00
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$1,746.74</i>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP II. Total Collection Losses of **\$1,746.74** and hereby adopts said Resolution #: **2049** and approves Collection Losses for AMP II totaling **\$1,746.74**

RESOLUTION# 2050: APPROVAL TO OFFER SECOND YEAR OPTION FOR COMPUTER/NETWORK SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO "LOOKFIRST TECHNOLOGY, LLC".

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "LookFirst Technology, LLC" and;

WHEREAS, "LookFirst Technology, LLC" is hereby requesting to exercise the second- year option from August 1, 2023 to July 31, 2024 for IT Services at the following rates:

Standard Hourly Labor Rates:	\$115.00
After Hours and Emergency Support Remote Hourly Labor Rates:	\$195.00
After Hours and Emergency Support On-site Hourly Labor Rates:	\$225.00
Supplies Markup - 15%	

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for IT services at the above listed rates to LookFirst Technology, LLC.

RESOLUTION #: 2051 APPROVAL OF PAYMENT TO "O&S ASSOCIATES" FOR ELEVATOR REPAIRS 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 \$2,000.00 for Elevator Repairs 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 \$2,000.00 to "O&S Associates" for Elevator Repairs at the John F. O'Donnell Apartment Building.

RESOLUTION #: 2052 APPROVAL OF PAYMENT TO "GROUPE LACASSE" FOR FRONT OFFICE DESKS

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Groupe Lacasse" and;

WHEREAS, "Groupe Lacasse" is hereby requesting payment in the amount of \$7,404.15 for Front Office Desks, 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 \$7,404.15 to "Groupe Lacasse" for Front Office Desks.

RESOLUTION #: 2053 APPROVAL OF PAYMENT TO "DeALESSI ENTERPRISES, INC., DBA FUERZA STRATEGY GROUP" FOR PHA WEBSITE REDESIGN

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group" and;

WHEREAS, "DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group" is hereby requesting payment in the amount of \$1,463.00 for PHA Website Redesign, 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 \$1,463.00 to "DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group" for PHA Website Redesign.

RESOLUTION #: 2054 APPROVAL OF PAYMENT TO "O&S ASSOCIATES" FOR FACADE REPAIR

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 \$5,750.00 for Facade Repair, 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 \$5,750.00 to "O&S Associates" for Facade Repair.

RESOLUTION #: 2055 APPROVAL OF PAYMENT TO “ON-BOARD ENGINEERING CORP” FOR NEW HEATING & HOT WATER FOR THE HECKMAN TERRACE ANNEX

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*On-Board Engineering Corp*” and;

WHEREAS, “*On-Board Engineering Corp*” is hereby requesting payment in the amount of \$66,750.00 for New Heating & Hot Water for the Heckman Terrace Annex, 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 \$66,750.00 to “*On-Board Engineering Group*” for New Heating & Hot Water for the Heckman Terrace Annex at the John F. O'Donnell Apartment Building.

RESOLUTION #: 2056 APPROVAL OF PAYMENT TO “SOUTH SHORE CONSTRUCTION, LLC” FOR FACADE REPAIR

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*South Shore Construction, LLC.*” and;

WHEREAS, “*South Shore Construction, LLC*” is hereby requesting payment in the amount of \$6,425.00 for Facade Repair, 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 \$6,425.00 to “*South Shore Construction, LLC.*” for Facade Repair.

RESOLUTION #: 2057 APPROVAL TO REJECT ALL PROPOSALS RECEIVED FOR POWER WASHING SERVICES

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for bids for Power Washing Services;

WHEREAS, *the Housing Authority of the Town of Phillipsburg* wishes to Reject All of the following Proposals due to the lowest bid being non-responsive and two bids being over budget; and,

Interstate Powerwashing

Annex - \$14,256.00 Terrace – \$29,106.00 JOD Gazebo - \$500.00 AKT Gazebo - \$250.00 Total \$44,112.00

EKO Construction

Annex - \$30,000.00 Terrace – \$42,000.00 JOD Gazebo - \$8,000.00 AKT Gazebo - \$8,000.00 Total \$88,000.00

Hygrade Insulators

Annex - \$131,375.00 Terrace – \$139,300.00 JOD Gazebo - \$3,600.00 AKT Gazebo - \$1,550.00 Total \$275,825.00

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby rejects the above proposals for power washing services due to one non-responsive bid and two over budget bids.

RESOLUTION # 2058 APPROVAL OF THE CONTRACT BETWEEN THE PHILLIPSBURG HOUSING AUTHORITY AND THE EXECUTIVE DIRECTOR, THOMAS F. MCGUIRE

WHEREAS, *the Housing Authority of the Town of Phillipsburg*, a public body created and organized pursuant to and in accordance with the laws of the State of New Jersey, appointed Thomas F. McGuire as the Executive Director effective June 1, 2022; and

WHEREAS, the Housing Authority of the Town of Phillipsburg entered into an Employment Contract with Mr. McGuire for a term of one year commencing on June 1, 2022 and expiring May 31, 2023; and

WHEREAS, Housing Authority of the Town of Phillipsburg seeks to extend Mr. McGuire's employment as the Executive Director and, pursuant to N.J.S.A. 40A:12A-18 desires to enter into and execute a contract with Mr. McGuire setting forth the terms and conditions of Mr. McGuire's employment; and

WHEREAS, the contract has a term of one year from June 1, 2023 to May 31, 2024; and

WHEREAS, a copy of the contract is annexed hereto as Exhibit A (hereinafter "Contract").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the Contract between the Housing Authority of the Town of Phillipsburg and Thomas F. McGuire as annexed hereto as Exhibit A and authorizes the Chairman to execute said Contract on behalf of the Housing Authority of the Town of Phillipsburg.

13. COMMISSIONER COMMENTS

14. EXECUTIVE SESSION (if needed)

15. ADJOURNMENT