

AGENDA

August 3, 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 JUNE 1, 2022

6. BILLS – JUNE & JULY 2022

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 #: 1958 APPROVAL TO UPDATE SECTION 9 III.C "OPTIONAL REPORTING" OF THE ADMISSION AND OCCUPANCY POLICY (ACOP)

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to update Section 9 III.C "Optional Reporting" of the Admission and Occupancy Policy (ACOP), and;

WHEREAS, "the Executive Director is recommending the Board of Commissioners approve said clarification of the Admission & Occupancy Policy (ACOP), and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said clarification of the Admission & Occupancy Policy (ACOP).

RESOLUTION #: 1959 APPROVAL TO AMEND SECTION 4 III.B "SELECTION METHOD" OF THE ADMISSION AND OCCUPANCY POLICY (ACOP)

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend Section 4 III.B "Selection Method" of the Admission and Occupancy Policy (ACOP), and;

WHEREAS, "the Executive Director is recommending the Board of Commissioners approve said amendment of the Admission & Occupancy Policy (ACOP), and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said amendment of the Admission & Occupancy Policy (ACOP).

RESOLUTION #: 1960 APPROVAL OF COMPUTER/NETWORK/SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO "LOOKFIRST TECHNOLOGY"

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Computer/Network/Software/Surveillance Cameras Maintenance Services.

WHEREAS, the following proposal was received:

LookFirst Technology - \$115.00/hour Standard
\$195.00/hour After Hours/Emergency/Remote
\$225.00/hour After Hours/Emergency/On-Site

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 Computer/Network/Software/Surveillance Cameras Maintenance Services contract to "LookFirst Technology" at the rates listed above.

RESOLUTION #: 1961 APPROVAL OF CAPITAL FUND MANAGEMENT CONSULTING SERVICES

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to approve Capital Fund Management Consulting Services and;

WHEREAS, *Housing Authority* received a Proposal from "LMTD, LLC." (*Lucia Delopoulos*); and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding Capital Fund Management Consulting Services to "LMTD, LLC." (*Lucia Delopoulos*).

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* that after reviewing the above proposal for completeness and compliance, hereby awards the Proposal for Capital Fund Management Consulting Services to "LMTD, LLC (*Lucia Delopoulos*) at the rate of \$20,400 per year or \$1,700 per month.

RESOLUTION #: 1962 APPROVAL FOR EMERGENCY REPAIR OF THE FIRE SUPPRESSION SYSTEM IN THE ANDOVER-KENT TOWERS APARTMENT BUILDING

WHEREAS, the *Housing Authority of the Town of Phillipsburg* in anticipation needing to obtain emergency services; and,

WHEREAS, Executive Director Thomas F. McGuire contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them that the Motor on the Fire Suppression System at the Andover-Kent Towers caught fire on June 29, 2022; and

WHEREAS, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the anticipated repairs to the Fire Suppression System at the Andover-Kent Towers Apartment Building for labor, materials, equipment; 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 Fire Suppression System at the Andover-Kent Towers Apartment Buildings for labor, materials, and equipment.

RESOLUTION #: 1963 APPROVAL AUTHORIZIING THE PHILLIPSBURG HOUSING AUTHORITY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH PASSAIC COUNTY COOPERATIVE PRICING SYSTEM ID#38PCCP

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Passaic, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on August 3, 2022, the governing body of the PHILLIPSBURG HOUSING AUTHORITY, County of WARREN, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the PHILLIPSBURG HOUSING AUTHORITY.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, EXECUTIVE DIRECTOR, THOMAS F. MCGUIRE is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

RESOLUTION #: 1964 APPROVAL OF PAYMENT TO "O & S ASSOCIATES, INC."

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

WHEREAS, "*O & S Associates, Inc.*" is hereby requesting payment in the amount of \$7,000.00 for services rendered for the John F. O'Donnell Elevator.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$7,000.00 to "*O & S Associates, Inc.*" for services rendered for the John F. O'Donnell Elevator.

RESOLUTION #: 1965 APPROVAL OF PAYMENT TO "CURRENT ELEVATOR TECHNOLOGY"

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

WHEREAS, "*Current Elevator Technology*" is hereby requesting first payment in the amount of \$24,570.00 for John F. O'Donnell Elevator bond, general conditions, & insurance survey drawings.

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 \$24,570.00 to "*Current Elevator Technology*" for John F. O'Donnell Elevator bond, general conditions, & insurance survey drawings.

RESOLUTION#: 1966 - APPROVAL OF AUTHORIZATION OF SIGNATURES ON ALL CHECKS

WHEREAS, *the 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 designated as the Chairman (_____) or Vice Chairman (_____), and the 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,

BE IT RESOLVED, that in the absence of the Chairman or Vice Chairman that Commissioner (_____) is 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 are so authorized.

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 Vice-Chairman (or in the absence of the Chairman or Vice-Chairman), any other designated Commissioner 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 August 4, 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.

RESOLUTION #: 1967 APPROVAL TO UPDATE AND REVISE THE EMPLOYEE HANDBOOK

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to update and revise the Employee Handbook, and;

WHEREAS, the Personnel Committee met, discussed, developed, updated and revised the Employee Handbook, 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.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT