

AGENDA

August 4, 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 insure 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. APPROVAL OF THE MINUTES OF MEETING ON JUNE 2, 2021

5. APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION ON JUNE 2, 2021

6. BILLS – JUNE 2021

JULY 2021

7. COMMUNICATIONS

8. ADMINISTRATIVE REPORT

(Executive Director's Report)

Office Personnel Update

There were approximately thirty-two (32) applications received for the position for a third recertification specialist. Fourteen (14) applicants were contacted for an initial interview. There was one (1) cancellation, three (3) no-shows and ten interviews completed by Mrs. Tersigni & Mr. DeGerolamo. There were six (6) applicants referred to Mr. McGuire for a second interview. Two (2) applicants had to decline the second interview. Four (4) applicants were interviewed by Mr. McGuire. It is the recommendation of Acting Executive Director Thomas McGuire that Rene' Hudson be hired as the Recertification Specialist.

9. NEW BUSINESS

RESOLUTION #: 1873 - Approval to Rescind Resolution #1723- Rescind Approval for Professional Engineering Services for the Evaluation of the Elevators at the John F. O'Donnell Building with "LAN ASSOCIATES".

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

WHEREAS, the Acting Executive Director has asked the Board of Commissioners to rescind the approval of Resolution #1723 to "LAN Associates" for Professional Engineering Services for the Evaluation of the Elevators at the John F. O'Donnell Building.

NOW THEREFORE BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby rescinds Resolution #: 1723 to "LAN Associates" for Professional Engineering Services for the Evaluation of the Elevators at the John F. O'Donnell Building.

RESOLUTION #: 1874 - Approval of Payment to LAN Associates

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

WHEREAS, "LAN Associates" is hereby requesting payment in the amount of \$1,202.50 for the air conditioner sleeves at the John F. O'Donnell Building, the Entry System at the John F. O'Donnell Building & Ceiling Fans at the John F. O'Donnell Building & the Heckman House.

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 \$1,202.50 for the air conditioner sleeves at the John F. O'Donnell Building, the Entry System at the John F. O'Donnell Building & Air conditioner sleeves at the John F. O'Donnell Building & the Heckman House.

RESOLUTION#: 1875 - Approval of Payment to "Automatic Door Systems, LLC"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Automatic Door Systems, LLC" and;

WHEREAS, "Automatic Door Systems, LLC" is hereby requesting payment in the amount of \$35,291.85 for the Canopy Installation at the Heckman Terrace.

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 \$35,291.85 for the Canopy Installation at the Heckman Terrace.

RESOLUTION#: 1876 - Approval of Payment to "Hygrade Insulators, Inc."

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 \$12,962.25 for the Installation of Handrails in the Heckman Terrace properties.

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 \$12,962.25 for the Installation of Handrails in the Heckman Terrace properties.

RESOLUTION #: 1877 - Approval of the Tenant Write Offs for June, 2021

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	\$ 29,723.22
Vacate Charges	\$ 2,586.21
Other monies owed	\$ 6,050.57
TOTAL WRITE-OFFS AMP I	\$ 38,360.00
<u>Amp II</u>	
Rent Losses	\$ 6,582.94
Vacate Charges	\$ 459.68
Other monies owed	\$ 0.00
TOTAL WRITE-OFFS AMP II	\$ 7,042.62

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 & AMP 2 Total Collection Losses of \$ 45,402.62 and hereby adopts said Resolution #: 1877 and approves Collection Losses for AMP 1 & 2 totaling \$45,402.62.

RESOLUTION# 1878: 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, 2021 to July 31, 2022 for IT Services at the following rates:

Standard Hourly Labor Rates: \$105.00

After Hours and Emergency Support Remote Hourly Labor Rates: \$195.00

After Hours and Emergency Support On-site Hourly Labor Rates: \$225.00

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#: 1879 - 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 Commissioners (_____) & (_____) 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 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, 2021 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 #: 1880 Approval to offer Second Year Option for Capital Fund Management Consulting Services to "LMTD, LLC." (Lucia Delopoulos).

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "LMTD, LLC. (Lucia Delopoulos)" and;

WHEREAS, "LMTD, LLC. (Lucia Delopoulos)" is hereby requesting to exercise the second- year option from August 1, 2021 through July 31, 2022 for Capital Fund Management Consulting Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Capital Fund Management Consultant Services to "LMTD, LLC. (Lucia Delopoulos)" at the rate of \$20,4000.00 per year (\$1,700.00 per month) for the period of September 1, 2021 through August 31, 2022.

RESOLUTION #: 1881 -Approval to appoint "Bureau Veritas" for Professional Architect/Engineering Services for RAD Physical Condition Assessment (RPCA)

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for Professional Architect/Engineering Services for RAD Physical Condition Assessment (RPCA) for all developments, and;

WHEREAS, *Housing Authority* received the following two Proposals, and;

Bureau Veritas	\$33,100.00
LSEA	\$121,000.00

WHEREAS, *Housing Authority* Personnel reviewed said proposals and found that "*Bureau Veritas*" met all of the required specifications in the Request for Proposal.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Architectural/Engineering Services to "*Bureau Veritas*" in the amount of \$33,100.00 for all developments.

RESOLUTION #: 1882 -Approval to appoint "FMB Laundry" for Laundry Services

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Proposals for Laundry Services for Andover-Kent Towers, Heckman House & John F. O'Donnell Apartments, and;

WHEREAS, *Housing Authority* received the following one Proposal, and;

FMB Laundry	55% of Monthly Gross Services
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WHEREAS, *Housing Authority* Personnel reviewed said proposals and found that "*FMB Laundry*" met all of the required specifications in the Request for Proposal.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Laundry Services to "*FMB Laundry*" for a fee of 55% of the Monthly Gross Services for Andover-Kent Towers, Heckman House & John F. O'Donnell Apartments.

RESOLUTION #: 1883 APPROVAL FOR CHANGE ORDER #1 TO "RVT CONSTRUCTION, INC." FOR INCREASE IN CONCRETE WORK

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

WHEREAS, "*RVT Construction, Inc.*" is hereby requesting Change Order #1 for an increase in the amount of **\$2,626.00** for 479 Kneedler Avenue & 485 Kneedler Avenue, change location of the way by 40 sf and 512 Kneedler Avenue & 516 Kneedler Avenue adding two (2) new walkways and curb.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 for an increase in the amount of **\$2,626.00** for 479 Kneedler Avenue & 485 Kneedler Avenue, change location of the way by 40 sf and 512 Kneedler Avenue & 516 Kneedler Avenue adding two (2) new walkways and curb.

10. PUBLIC COMMENTS

EXECUTIVE SESSION (If needed)

11. ADJOURNMENT