

# AGENDA

August 5, 2020

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. **BILLS** – June & July 2020

5. **NEW BUSINESS**

**RESOLUTION #: 1765 Approval to increase the bid threshold to \$44,000.00 and the quote threshold to \$6,600.00.**

**WHEREAS**, Pursuant to N.J.S.A. 40A:11-3(c), the State Treasurer has exercised her authority to adjust bid thresholds for contracting units subject to the Local Public Contracts Law. This adjustment becomes effective on July 1, 2020. For contracting units that have appointed a Qualified Purchasing Agent pursuant to N.J.S.A 40A:11-9(b), and avail themselves of the related higher bid threshold pursuant to N.J.S.A 40A:11-3, the maximum bid threshold has been increased from \$40,000 to \$44,000. With this increase there is also an increase in the quote threshold which is 15% of the bid threshold. The quote threshold increases from \$6,000.00 to \$6,600.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that the bid threshold be increased to **\$44,000.00** and the quote threshold to **\$6,600.00**.

**RESOLUTION #: 1766 Approval of the Ceiling Fans Project for both the Heckman House & John F. O'Donnell to "Power with Prestige"**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has advertised for bids for Ceiling Fans Install at both the Heckman House & John F. O'Donnell

**WHEREAS**, the following proposals were received:

CV Electrical - \$248,000.00

Power with Prestige - \$153,000.00

Magic Touch - \$223,000.00

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above bids, hereby awards the Ceiling Fan Project at the Heckman House & John F. O'Donnell to "**Power with Prestige**" at the cost of **\$153,000.00**.

**RESOLUTION #: 1767 Approval of IT Services to "LookFirst Technology"**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has advertised for bids for IT Services.

**WHEREAS**, the following bids were received:

Konica Minolta - \$140.00/hr.

Lookfirst Technology - \$105.00/hr.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above bids, hereby awards the IT Services contract to "Lookfirst Technology" at the rate of \$105.00 per hour Standard.

**RESOLUTION #: 1768 Approval of Capital Fund Management Consulting Services**

**BE IT RESOLVED**, *the Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Capital Fund Management Consulting Services to "*LMTD, LLC.*" (*Lucia Delopoulos*) at the rate of \$20,400.00 per year or \$1,700.00 per month.

**RESOLUTION#: 1769 - 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 (Paul Rummerfield), 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 Co-Chairman (or in the absence of the Chairman or Co-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 will remove Cecile E. Franceschino as an authorized signature on any/all checks.

**BE IT FURTHER RESOLVED**, that this resolution, effective August 5, 2020 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 #: 1770 Resolution for Commissioner Cecile Franceschino**

**WHEREAS**, Cecile Franceschino was appointed as a Commissioner for the Phillipsburg Housing Authority on November 8, 2007; and

**WHEREAS**, Cecile served admirably as a Commissioner and as the Resident Commissioner for near 13 years; and

**WHEREAS**, Cecile selflessly undertook the arduous task of fulfilling the mandatory training requirements, and

**WHEREAS**, Cecile was elected and served as vice-chairperson on numerous occasions, contributing meaningfully to the leadership of the board; and

**WHEREAS**, Cecile's presence on the board was characterized by impeccable attendance, active engagement and enthusiastic participation; and

**WHEREAS**, Cecile consistently acted with integrity, loyalty, and compassion; and

**WHEREAS**, Cecile was 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 for her 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 Franceschino to perpetuate her legacy of integrity, loyalty and compassion and her faithful commitment to the Phillipsburg Housing Authority and its residents.

**6. PUBLIC COMMENTS**

**EXECUTIVE SESSION (If needed)**

**7. ADJOURNMENT**