

AGENDA

September 7, 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 ANNUAL REORGANIZATION MEETING ON AUGUST 3, 2022

6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON AUGUST 3, 2022

7. APPROVAL OF THE MINUTES OF THE EXECUTIVE MEETING ON AUGUST 3, 2022

8. BILLS – AUGUST 2022

9. COMMUNICATIONS

10. ADMINISTRATIVE REPORT

(Executive Director's Report)

11. REPORT OF THE SECRETARY TREASURER

- a. Move Outs
- b. Move Ins
- c. List of Applications
- d. Vacancy Report

12. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

13. NEW BUSINESS

RESOLUTION #: 1969 APPROVAL TO RENEW MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

WHEREAS, the *New Jersey Public Housing Authority Joint Insurance Fund* (hereinafter the Fund) is a duly chartered Joint Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, *Phillipsburg Housing Authority* is currently a member of said Fund, and;

WHEREAS, effective December 31, 2022, said membership will expire unless earlier renewed, and;

WHEREAS, the Chairperson/Executive Director and Board of Commissioners of the Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. ***Phillipsburg Housing Authority*** hereby renews its membership in the *New Jersey Public Housing Authority Joint Insurance Fund* for a three (3) year period, beginning January 1, 2023, and ending December 31, 2025.
2. ***Phillipsburg Housing Authority*** hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the *New Jersey Public Housing Authority Joint Insurance Fund* as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. ***Phillipsburg Housing Authority*** agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership the *New Jersey Public Housing Authority Joint Insurance Fund* agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the ***Phillipsburg Housing Authority***.
5. Executed the 7th day of September, 2022 as the lawful and binding act and deed of the ***Phillipsburg Housing Authority***, which execution has been duly authorized by public vote of the governing body.

RESOLUTION #: 1970 - RENEWAL OF MEMBERSHIP IN THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

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

WHEREAS, said renewed membership terminates as of December 31, 2022, unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The ***Phillipsburg Housing Authority*** agrees to renew its membership in the New Jersey Public Housing Authority Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairperson/Executive Director shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the *New Jersey Public Housing Authority Joint Insurance Fund* evidencing the Authority's intention to renew its membership.

RESOLUTION #: 1971 APPROVAL OF PAINTING SERVICES BID FROM "PAX MUNDUS ENTERPRISE, LLC.", FOR UNIT TURNSOVERS FOR ALL DEVELOPMENTS

WHEREAS, the *Housing Authority of the Town of Phillipsburg* has advertised for bids for Painting Services for unit turnovers for all developments.

WHEREAS, the following bid was received:

Pax Mundus Enterprise, LLC.	\$2,000.00 for Efficiencies
	\$3,206.00 for One Bedroom
	\$3,767.00 for Two Bedroom
	\$4,805.00 for Three Bedroom
	\$5,828.00 for Four Bedroom
	\$ 94.00 hourly rate for painting other than units

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding Painting Services to "*Pax Mundus Enterprise, LLC.*".

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg that after reviewing the above bid for completeness and compliance, hereby awards the Painting Services to "Pax Mundus Enterprise, LLC.".

RESOLUTION #: 1972 APPROVAL OF CONCRETE SERVICES BID FROM "TOM BARTHA EXCAVATING" FOR HECKMAN TERRACE

WHEREAS, the *Housing Authority of the Town of Phillipsburg* has advertised for bids for Concrete Services for the Heckman Terrace, and;

WHEREAS, the following bids were received:

Tom Bartha Excavating	\$435,550.00
A-Tech	\$772,000.00

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding Concrete Services to "*Tom Bartha Excavating*".

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 for completeness and compliance, hereby awards the Concrete Services to "Tom Bartha Excavating".

RESOLUTION # 1973: APPROVAL OF PAYMENT TO "MARK J. ZGODA, A/A PA"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Mark J. Zgoda, A/A PA" and;

WHEREAS, "Mark J. Zgoda, A/A PA" is hereby requesting payment in the amount of \$5,570.00 for Architectural & Engineering Services for the Heckman Terrace, 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 \$5,570.00 to "Mark J. Zgoda, A/A PA" for Architectural and Engineering Services for the Heckman Terrace.

RESOLUTION # 1974: APPROVAL OF PAYMENT TO "CLAMPETT INDUSTRIES, LLC D/B/A EMG"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Clampett Industries, LLC d/b/a EMG" and;

WHEREAS, "Clampett Industries, LLC d/b/a EMG" is hereby requesting payment in the amount of \$2,215.00 for RAD Capital Needs Assessment, 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 \$2,215.00 to "Clampett Industries, LLC d/b/a EMG" for RAD Capital Needs Assessment.

RESOLUTION # 1975: APPROVAL OF WRITE-OFFS FOR SEPTEMBER 2022 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:

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$81,842.60 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 71,419.16
Vacate Charges	\$ 2,448.72
Other monies owed	<u>\$ 7,974.72</u>
TOTAL WRITE-OFFS AMP I	<u>\$81,842.60</u>

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP I Total Collection Losses of \$81,842.60 and hereby adopts said Resolution #: **1975** and approves Collection Losses for AMP I totaling \$ \$81,842.60.

RESOLUTION # 1976: APPROVAL OF WRITE-OFFS FOR SEPTEMBER 2022 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:

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$9,405.18 for the following:

<u>Amp II</u>	
Rent Losses	\$ 9,204.74
Vacate Charges	\$ 0.00
Other monies owed	<u>\$ 200.44</u>
TOTAL WRITE-OFFS AMP II	\$ 9,405.18

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 \$9,405.18 and hereby adopts said Resolution #: 1976 and approves Collection Losses for AMP II totaling \$9,405.18.

RESOLUTION #: 1977: APPROVAL OF CHANGES TO EMPLOYEE HANDBOOK - SECTION XXIII - PAID SICK LEAVE - CARRYOVER OF PAID SICK LEAVE HOURS

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the following section of the Employee Handbook, Section XXIII – Carryover of Paid Sick Leave Hours: “An employee may carry over **all** of their unused earned sick leave to the following year”, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the amendment to the Employee Handbook – effective September 7, 2022.

14. COMMISSIONER COMMENTS

15. EXECUTIVE SESSION (if needed)

16. ADJOURNMENT