

AGENDA

December 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 REGULAR MEETING ON NOVEMBER 2, 2022

6. BILLS – NOVEMBER 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 #: 1995 APPOINTMENT OF FUND COMMISSIONER

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

WHEREAS, the bylaws of said Fund require that each member Housing Authority appoint a FUND COMMISSIONER to represent and serve the authority as its' representative to said Fund; and

NOW, THEREFORE, BE IT RESOLVED, that *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* does hereby appoint Thomas F. McGuire as its FUND COMMISSIONER for the *New Jersey Public Housing Authority Joint Insurance Fund* for the Fund Year 2023.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG AT A MEETING HELD ON DECEMBER 7, 2022.

RESOLUTION #: 1996 APPROVAL OF PAYMENT TO "TOM BARTHA & SON EXCAVATING"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Tom Bartha & Son Excavating" and;

WHEREAS, "Tom Bartha & Son Excavating" is hereby requesting payment in the amount of \$151,525.00 for Concrete Slabs & Stairs; 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 \$151,525.00 to "Tom Bartha & Son Excavating" for Concrete Slabs & Stairs.

RESOLUTION #: 1997 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 \$950.00 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 \$950.00 to "Mark J. Zgoda, A/A PA" for Architectural and Engineering Services for the Heckman Terrace.

RESOLUTION #: 1998 APPROVAL OF PAYMENT TO "TOM BARTHA & SON EXCAVATING"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Tom Bartha & Son Excavating" and;

WHEREAS, "Tom Bartha & Son Excavating" is hereby requesting payment in the amount of \$139,128.00 for Concrete Slabs & Stairs; 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 \$139,128.00 to "Tom Bartha & Son Excavating" for Concrete Slabs & Stairs.

RESOLUTION #: 1999 APPROVAL OF WRITE-OFFS FOR DECEMBER 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 \$6,428.98 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 1,490.55
Vacate Charges	\$ 4,913.43
Other monies owed	\$ 25.00
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$ 6,428.98</i>

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 **\$6,428.98** and hereby adopts said Resolution #: **1999** and approves Collection Losses for AMP I totaling **\$6,428.98**.

RESOLUTION #: 2000 APPROVAL OF WRITE-OFFS FOR DECEMBER 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 **\$1,081.36** for the following:

<u>Amp II</u>	
Rent Losses	\$ 277.89
Vacate Charges	\$ 803.47
Other monies owed	<u>\$ 0.00</u>
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$ 1,081.36</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 **\$1,081.36** and hereby adopts said Resolution #: **2000** and approves Collection Losses for AMP II totaling **\$1,081.36**.

RESOLUTION #: 2001 APPROVAL AWARDED RISK MANAGEMENT SERVICES TO "ALAMO RISK MANAGEMENT SERVICES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Risk Management Services"; and

WHEREAS, *Housing Authority* received two (2) Proposals
"Alamo Risk Management Services" (Not to Exceed 5%)
"Acrisure, LLC" (5%)

WHEREAS, the proposals have been reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Risk Management Services to "Alamo".

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal of Risk Management Services to "Alamo Risk Management Services" effective January 1, 2023, through December 31, 2023.

RESOLUTION #: 2002 APPROVAL AWARDED DUCT CLEANING SERVICES FOR HECKMAN TERRACE TO "GUARDIAN POWER CLEANING"

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Duct Cleaning Services"; and

WHEREAS, *Housing Authority* received one Proposal from “*Guardian Power Cleaning*” at the following rates:

One Bedroom	\$1,200.00
Two Bedroom	\$1,300.00
Three Bedroom	\$1,395.00
Four Bedroom	\$1,495.00

WHEREAS, the proposal has been reviewed for completeness and compliance; and,

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Duct Cleaning Services For the Heckman Terrace to “*Guardian Power Cleaning*”.

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal of Duct Cleaning Services for the Heckman Terrace to “*Guardian Power Cleaning*”.

RESOLUTION #: 2003 - APPROVAL OF INTER-LOCAL AGREEMENT FOR SOLID WASTE DISPOSAL WITH THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY

WHEREAS, *Housing Authority of the Town of Phillipsburg* has been engaged in an inter-local agreement with the “*Pollution Control Financing Authority of Warren County*” for Solid Waste Disposal and;

WHEREAS, the agreement will be expiring, and the “*Pollution Control Financing Authority of Warren County*” has requested a new agreement, and;

WHEREAS, Thomas F. McGuire, Executive Director, recommends entering a new agreement, and;

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the inter-local agreement with “*Pollution Control Financing Authority of Warren County*” for Solid Waste Disposal from **January 1, 2023 to December 31, 2023** at the rate of **\$84** per ton, plus **\$3.00** NJDEP Recycling Tax.

RESOLUTION #: 2004 - APPROVAL PAYMENT IN LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$187,576.69

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves the Payment in-Lieu of Taxes (PILOT) in the amount of **\$187,576.69** to the Town of Phillipsburg.

RESOLUTION #: 2005 - RESOLUTION AUTHORIZING THE STIPEND INCREASE FOR THE EMERGENCY/ON CALL PHONE

WHEREAS, the Phillipsburg Housing Authority, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need to increase the Stipend for the Emergency/On Call Phone and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby increases the annual Stipend for the Emergency/On Call Phone from \$3,900.00 to \$6,500.00 per year and

BE IT FURTHER RESOLVED, that the Stipend for the Emergency/On Call Phone shall be compensated based upon a weekly stipend of \$125.00.

RESOLUTION #: 2006 APPROVAL FOR CHANGE ORDER #1 TO "TOM BARTHA & SON EXCAVATING" FOR REFRABRICATION OF RAILINGS ON SPECIFIC UNITS REQUIRED BY TOWN INSPECTOR

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "TOM BARTHA & SON EXCAVATING," and;

WHEREAS, "TOM BARTHA & SON EXCAVATING" is hereby requesting Change Order #1 in the amount of \$19,367.00 for refabrication of railings on specific units required by Town Inspector.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 in the amount of \$19,367.00 for the Refabrication of railings on specific units required by Town Inspector.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT