

AGENDA

OCTOBER 4, 2023

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 8, 2023

6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON AUGUST 8, 2023

7. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 6, 2023

8. BILLS – SEPTEMBER 2023

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 #: 2072 - APPROVAL OF CHANGES TO EMPLOYEE HANDBOOK - SECTION XXIII - PAID SICK LEAVE – NEW EMPLOYEE ELIGIBILITY

WHEREAS, Section X of the Employee Handbook states: “All newly hired employees, except temporary or seasonal, shall be subject to a working test (probationary) period of twelve (12) months. The purpose of said trial period is to enable the Housing Authority to evaluate the employee’s work performance, suitability for the position, and conduct in order to determine whether the employee merits permanent employment status.

- 1. The employee shall begin earning sick leave and vacation benefits as of the date of appointment and shall be eligible to receive such benefits in the form of time off from the job after sixty (60) working days. Unless, otherwise approved by the Executive Director”, and;

WHEREAS, Section XXIII of the Employee Handbook states: “New employees will begin to accrue time immediately upon hire and will be eligible to use earned sick leave they have accrued beginning on the 120th calendar day after their hire date”, and;

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the following section of the Employee Handbook, Section XXIII – New Employee Eligibility “New employees will begin to accrue time immediately upon hire and will be eligible to use earned sick leave they have accrued after the 60th calendar day after their hire date” to coincide with Section X, 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 October 4, 2023.

RESOLUTION #: 2073 - APPROVAL TO APPOINT “W2A ARCHITECTS” FOR ARCHITECT OF RECORD

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for an “Architect of Record”; and

WHEREAS, *Housing Authority* received proposals from the following companies:

“*Lothrop Associates Architects*” – Principal-\$225.00 per hour, Licensed Engineer \$200.00 per hour, Engineer - \$170.00 per hour, Architect - \$175.00 per hour

“W2A” – Principal-\$120.00 per hour, Licensed Engineer-\$150.00 per hour, Project Architect- \$120.00 per hour

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Architect of Record to “W2A Architects”.

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Architect of Record to “W2A Architects”.

RESOLUTION #: 2074 - APPROVAL TO APPOINT “IN-LINE ARCHITECTURAL GLASS & METAL” FOR INSTALLATION OF BULLET RESISTANT GLASS FOR FRONT OFFICE LOBBY, INTERVIEW ROOMS & FRONT WINDOWS

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for “Installation of Bullet Resistant Glass”; and

WHEREAS, *Housing Authority* received proposals from the following companies:

“*In-Line Architectural Glass & Metal*” – Total Cost: \$35,990.00

“*D&E Window & Door, LLC*” - Total Cost: \$52,655.00

“*Nella Carpentry & Masonry*” - Total Cost: \$81,000.00

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Installation of Bullet Resistant Glass to “*In-Line Architectural Glass & Metal*”.

NOW THEREFORE BE IT RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Installation of Bullet Resistant Glass to “*In-Line Architectural Glass & Metal*”.

RESOLUTION #: 2075- APPROVAL OF PAYMENT TO “TURN-KEY TECHNOLOGIES, INC.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Turn-Key Technologies, Inc.*”, and;

WHEREAS, “*Turn-Key Technologies, Inc.*” is hereby requesting payment in the amount of \$127,754.22 for Avigilon Cameras, Storage, Software, Accessories, Network & Installation for AMP I.

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 \$127,754.22 to “*Turn-Key Technologies, Inc.*” for Avigilon Cameras, Storage, Software, Accessories, Network & Installation for AMP I.

RESOLUTION #: 2076 APPROVAL TO OFFER SECOND- & THIRD-YEAR OPTIONS FOR PEST CONTROL, BED BUG, & BED BUG CANINE SERVICES TO CORBETT EXTERMINATING

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Corbett Exterminating*” for Pest Control, Bed Bug Services & Bed Bug Canine Services”; and

WHEREAS, “*Corbett Exterminating*” is hereby requesting to exercise the second & third year option from November 1, 2023 through October 31, 2025.

NOW THEREFORE BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby approves the second & third-year option for Pest Control, Bed Bug, & Canine Services to “*Corbett Exterminating*” at the rates listed below:

PEST CONTROL

\$170.00 per week

November 1, 2023 – October 31, 2025

BED BUGS

AREA	NOVEMBER 1, 2023 – OCTOBER 31, 2025
Office Areas	\$412
Community Building	\$515
Efficiency Unit	\$412
One Bedroom Unit	\$412
Two Bedroom Unit	\$464
Three Bedroom Unit	\$515
Four Bedroom Unit	\$567

BED BUG CANINE

November 1, 2023 – October 31, 2025 \$23,814.00 to complete every unit 2x per year

RESOLUTION #: 2077 - APPROVAL OF CHANGE ORDER FROM “CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS” FOR RADON TESTING

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

WHEREAS, “*Clampett Industries, LLC d/b/a Bureau Veritas*” provided a proposal in the amount of \$51,500.00 for Radon testing as required for a RAD conversion.

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal of Radon Testing as required by HUD for the RAD conversion to "Clampett Industries, LLC d/b/a Bureau Veritas". Testing is for 100% of ground contact locations and 10% of upper floor locations.

RESOLUTION #: 2078- APPROVAL OF PAYMENT TO "TURN-KEY TECHNOLOGIES, INC."

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Turn-Key Technologies, Inc.*", and;

WHEREAS, "*Turn-Key Technologies, Inc.*" is hereby requesting payment in the amount of \$9,687.50 for Avigilon Cameras, Storage, Software, Accessories, Network & Installation for AMP I.

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 \$9,687.50 to "*Turn-Key Technologies, Inc.*" for Avigilon Cameras, Storage, Software, Accessories, Network & Installation for AMP I.

RESOLUTION #: 2079- APPROVAL OF PAYMENT TO "INTERSTATE POWERWASHING, LLC."

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Interstate Powerwashing, LLC*", and;

WHEREAS, "*Interstate Powerwashing, LLC.*" is hereby requesting payment in the amount of \$55,139.00 for Powerwashing Heckman Terrace and Heckman Terrace Annex.

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 \$55,139.00 to "*Interstate Powerwashing, LLC*" for Powerwashing Heckman Terrace and Heckman Terrace Annex.

RESOLUTION #: 2080 - APPROVAL OF CHANGE ORDER FROM "CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS" TO UPDATE THE RAD PHYSICAL CONDITION ASSESSMENT AND THE ENVIRONMENTAL PHASE

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

WHEREAS, "Clampett Industries, LLC d/b/a Bureau Veritas" is hereby submitting a proposal in the amount of \$34,600.00 to update the RAD Physical Condition Assessment and Environmental Phase, and;

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes "Clampett Industries, LLC d/b/a Bureau Veritas" to update the RAD Physical Condition Assessment and Environmental Phase.

14. COMMISSIONER COMMENTS

15. EXECUTIVE SESSION (if needed)

16. ADJOURNMENT