

# AGENDA

NOVEMBER 1, 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 REGULAR MEETING ON OCTOBER 4, 2023**

**6. BILLS – OCTOBER 2023**

**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 #: 2081 - APPROVAL TO REJECT ALL PROPOSALS RECEIVED FOR APARTMENT MAKE-READY SERVICES**

**WHEREAS**, the Housing Authority of the Town of Phillipsburg has advertised for bids for Apartment Make-Ready Services;

**WHEREAS**, the Housing Authority of the Town of Phillipsburg wishes to Reject both of the following Proposals due to one bid being non-responsive and one bid being over budget; and,

**Prep Boyz**

Efficiency - \$1,225.00	One Bedroom - \$1,460.00	Two Bedroom - \$1,773.00
Three Bedroom - \$2,225.00	Four Bedroom - \$2,450.00	

**Interstate**

Efficiency - \$12,880.00      One Bedroom – \$14,200.00      Two Bedroom - \$18,160.00  
Three Bedroom - \$19,480.00      Four Bedroom - \$24,760.00

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby rejects the above proposals for Apartment Make-Ready Services due to one bid being non-responsive and one being over budget.

**RESOLUTION #: 2082- APPROVAL TO REAPPOINT ALAMO INSURANCE GROUP, INC. AS RISK MANAGER**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with Alamo Insurance Group, Inc. and;

**WHEREAS**, Alamo Insurance Group Inc. is hereby requesting to exercise the second-year option from January 1, 2024 to December 31, 2024 for Risk Management Services, not to exceed Five (5%) percent.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby reappoints “*Alamo Insurance Group, Inc.*” for Risk Management Services.

**RESOLUTION #: 2083 APPROVAL TO AMEND SECTION 4 III.B “SELECTION METHOD” OF THE ADMISSION AND OCCUPANCY POLICY (ACOP)**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to amend Section 4 III.B “Selection Method” of the Admission and Occupancy Policy (ACOP), and;

**WHEREAS**, “the Executive Director is recommending the Board of Commissioners approve said amendment of the Admission & Occupancy Policy (ACOP), and;

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said amendment of the Admission & Occupancy Policy (ACOP).

**RESOLUTION #: 2084 APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY” FOR INSTALLATION OF ELEVATORS AT JOHN F. O’DONNELL APARTMENTS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Current Elevator Technology” and;

**WHEREAS**, “Current Elevator Technology” is hereby requesting payment in the amount of \$112,860.00 for Installation of Elevators at John F. O’Donnell Apartments, 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 \$112,860.00 to “Current Elevator Technology” for Installation of Elevators at John F. O’Donnell Apartments.

**RESOLUTION #: 2085 APPROVAL OF PAYMENT TO “DeALESSI ENTERPRISES, INC., DBA FUERZA STRATEGY GROUP” FOR PHA WEBSITE REDESIGN**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group” and;

**WHEREAS**, “DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group” is hereby requesting payment in the amount of \$7,134.50 for PHA Website Redesign, 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 \$7,134.50 to "DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group" for PHA Website Redesign.

**RESOLUTION #: 2086 APPROVAL OF PAYMENT TO "O&S ASSOCIATES" FOR ELEVATOR UPGRADES AT THE JOHN F. O'DONNELL APARTMENT BUILDING**

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

**WHEREAS**, "O&S Associates" is hereby requesting payment in the amount of \$2,500.00 for Elevator Upgrades at the John F. O'Donnell Apartment Building, 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 \$2,500.00 to "O&S Associates" for Elevator Upgrades at the John F. O'Donnell Apartment Building.

**RESOLUTION #: 2087 APPROVAL OF PAYMENT TO "PHILLIPSBURG HOUSING AUTHORITY" FOR REIMBURSEMENT LANDSCAPING PLANTING MUMS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Pat's Lawn Care, Inc.", and;

**WHEREAS**, a payment was made to "Pat's Lawn Care, Inc." in the amount of \$3,100.00 for the Landscaping Planting Mums from the Phillipsburg Housing Authority General Account, and;

**WHEREAS**, Thomas F. McGuire, Executive Director, is hereby requesting the Phillipsburg Housing Authority General Account be reimbursed by the Phillipsburg Housing Authority Capital Funds Account.

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said reimbursement in the amount of \$3,100.00 to the Phillipsburg Housing Authority for Landscaping Planting Mums.

**RESOLUTION #: 2088 APPROVAL OF PAYMENT TO "CURRENT ELEVATOR TECHNOLOGY" FOR INSTALLATION OF ELEVATORS AT JOHN F. O'DONNELL APARTMENTS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Current Elevator Technology" and;

**WHEREAS**, "Current Elevator Technology" is hereby requesting payment in the amount of \$144,270.00 for Installation of Elevators at John F. O'Donnell Apartments, 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 \$144,270.00 to "Current Elevator Technology" for Installation of Elevators at John F. O'Donnell Apartments.

**12. COMMISSIONER COMMENTS**

**13. EXECUTIVE SESSION (if needed)**

**14. ADJOURNMENT**