

AGENDA

DECEMBER 6, 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. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 1, 2023

7. BILLS – NOVEMBER 2023

8. COMMUNICATIONS

9. ADMINISTRATIVE REPORT

(Executive Director's Report)

10. REPORT OF THE SECRETARY TREASURER

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

11. REPORT OF COMMITTEES

- a. Finance/Bank Balances
- b. Personnel

12. NEW BUSINESS

RESOLUTION #: 2089 - 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 2024.

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 6, 2023.

RESOLUTION #: 2090 - APPROVAL OF GRANT WRITING SERVICES

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for “Grant Writing Services”; and

WHEREAS, *Housing Authority* solicited proposals twice without any submissions and

WHEREAS, *Housing Authority* negotiated with “*TRINK CONSULTING, LLC.*” and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding Grant Writing Services to “*TRINK CONSULTING, LLC.*”

NOW THEREFORE BE IT RESOLVED, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Grant Writing Services to “*TRINK CONSULTING, LLC.*” at the rate of \$85.00 per hour for a one (1) year contract with an option for two (2) additional one (1) year contracts.

RESOLUTION #: 2091- APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN MCKAY FOR HOTMA & NSPIRE

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to accept all revisions to the Admissions & Occupancy (ACOP) Policy for HOTMA & NSPIRE; and

WHEREAS, the Executive Director is recommending the Board of Commissioners approve all the revisions to the Admissions & Occupancy (ACOP) Policy.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay for HOTMA & NSPIRE.

RESOLUTION #: 2092 - APPROVAL PAYMENT IN LIEU OF TAXES (PILOT) IN THE AMOUNT OF \$197,829.93

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 \$197,829.93 to the Town of Phillipsburg.

RESOLUTION #: 2093 APPROVAL OF THE PURCHASE OF FOUR LPR'S & FOUR MULTI-HEAD CAMERAS THROUGH ESCNJ CO-OP

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of new cameras to update security throughout the Phillipsburg Housing Authority Properties; and

WHEREAS, *Housing Authority* received a proposal from “*Turnkey Technologies*” through the Co-op to purchase Four LPR's & Four Multi-Head Cameras; and,

WHEREAS Thomas F. McGuire, Executive Director recommends awarding the purchase of the Four LPR's & Four Multi-Head Cameras; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said purchase of Four LPR's & Four Multi-Head Cameras from "Turnkey Technologies".

RESOLUTION #: 2094 APPROVAL TO PURCHASE FURNITURE FOR THE JOHN F. O'DONNELL APARTMENT BUILDING THROUGH THE CO-OP

WHEREAS, *the Housing Authority of the Town of Phillipsburg* is in need of a new furniture for the John F. O'Donnell Community Room; and

WHEREAS, *the Housing Authority* desires to purchase Three Lounge Chairs, Three Loveseats, Three End Tables & One Coffee Table from "Group Lacasse" through the Co-op; and,

WHEREAS, "Group Lacasse" submitted a quote in the amount of \$15,085.92 for the purchase of the Three Lounge Chairs, Three Loveseats, Three End Tables & One Coffee Table; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves and authorizes said purchase in the amount of \$15,085.92 for Three Lounge Chairs, Three Loveseats, Three End Tables & One Coffee Table.

RESOLUTION #: 2095 APPROVAL OF TOWING SERVICES FOR ANDOVER-KENT TOWERS, HECKMAN HOUSE, JOHN F. O'DONNELL & GREEN STREET PARKING LOTS

WHEREAS, *the Housing Authority of the Town of Phillipsburg hereby* has requested proposals for Towing Services for the Andover-Kent Towers, Heckman House, John F. O'Donnell & Green Street Parking Lots.

WHEREAS, the following proposals were received:

H&K Auto Body	\$175/Tow	\$50/Daily Storage Fee
Rossnagle's Service Center	\$175/Tow	plus \$7 per mile \$50/Daily Storage Fee

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby award the Towing Services to both H&K Auto Body & Rossnagle's Service Center at the rates as indicated above.

RESOLUTION #: 2096 APPROVAL FOR CHANGE ORDER #1 TO "ON-BOARD COMPANIES" FOR ADDITIONAL RESEARCH AND VENDOR CONTACTS FOR HEATER/HOT WATER OPTIONS

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "ON-BOARD COMPANIES," and;

WHEREAS, "ON-BOARD COMPANIES" is hereby requesting Change Order #1 in the amount of \$7,920.00 for additional research and vendor contacts for Heater/Hot Water Options, and;

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 \$7,920.00 for additional research and vendor contacts for Heater/Hot Water Options.

RESOLUTION #: 2097 - APPROVAL OF PAYMENT TO "O & S ASSOCIATES, INC."

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

WHEREAS, "*O & S Associates, Inc.*" is hereby requesting payment in the amount of \$1,500.00 for Administrative Services; and,

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$1,500.00 to "*O & S Associates, Inc.*" for Administrative Services for John F. O'Donnell Elevators.

RESOLUTION #: 2098 - APPROVAL OF PAYMENT TO "O & S ASSOCIATES, INC."

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

WHEREAS, "*O & S Associates, Inc.*" is hereby requesting payment in the amount of \$3,900.00 for Administrative Services; and,

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$3,900.00 to "*O & S Associates, Inc.*" for Administrative Services for John F. O'Donnell Elevators.

RESOLUTION #: 2099 - APPROVAL TO PURCHASE FOUR (4) CAMERAS & FOURTEEN (14) LICENSES FROM "TURN-KEY TECHNOLOGIES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is in need of additional cameras and licenses; and,

WHEREAS, "*Turn-Key Technologies*" submitted a quote in the amount of \$12,409.58 for Four (4) Cameras and Fourteen (14) Licenses for the Heckman House/Office; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said purchase in the amount of \$12,409.58 to "*Turn-Key Technologies*" for Four (4) Cameras and Fourteen (14) Licenses for the Heckman House/Office.

RESOLUTION #: 2100 - APPROVAL TO PURCHASE CAMERAS WITH INSTALLATION FROM "TURN-KEY TECHNOLOGIES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is in need of additional Cameras and Installation of Cameras; and,

WHEREAS, "*Turn-Key Technologies*" submitted a quote in the amount of \$126,231.34 for Software, Cameras, Accessories, Aruba Networks Point to Point, Support & Installation Services for the Heckman Terrace & Annex; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said purchase in the amount of \$126,231.34 to "*Turn-Key Technologies*" for Software, Cameras, Accessories, Aruba Networks Point to Point, Support & Installation Services for the Heckman Terrace & Annex.

RESOLUTION #: 2101 APPROVAL OF WRITE-OFFS FOR DECEMBER 2023 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 \$83,566.01 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$63,815.48
Vacate Charges	\$10,130.92
Other monies owed	<u>\$ 9,619.61</u>
<i>TOTAL WRITE-OFFS AMP I</i>	<i>\$83,566.01</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 \$83,566.01 and hereby adopts said Resolution #: **2101** and approves Collection Losses for AMP I totaling \$83,566.01.

RESOLUTION #: 2102 APPROVAL OF WRITE-OFFS FOR DECEMBER 2023 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 \$3,495.49 for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,784.73
Vacate Charges	\$ 1,180.67
Other monies owed	<u>\$ 530.09</u>
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$3,495.49</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 \$3,495.49 and hereby adopts said Resolution #: **2102** and approves Collection Losses for AMP II totaling \$3,495.49.

RESOLUTION #: 2103 Approval of Payment to “Clampett Industries, LLC d/b/a Bureau Veritas”

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 requesting payment in the amount of \$51,500.00 for John F. O’Donnell Short-Term Radon Testing, 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 \$51,500.00 to "Clampett Industries, LLC d/b/a Bureau Veritas" for John F. O'Donnell for Short Term Radon Testing.

RESOLUTION #: 2104 APPROVAL OF CHANGE ORDER FROM "CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS" FOR SHORT TERM RADON RE-TESTING IN SPECIFIC AREAS AS SUBMITTED IN THEIR CHANGE ORDER AUTHORIZATION FORM

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 Change Order #001 in the amount of \$6,950.00 for Short Term Radon Re-Testing in the areas specified on the Change Order Authorization Form, 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 \$6,950.00 for Change Order #001 to "Clampett Industries, LLC d/b/a Bureau Veritas" for Short Term Radon Re-Testing.

RESOLUTION #: 2105 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, 2024 to December 31, 2024 at the rate of \$84 per ton, plus \$3.00 NJDEP Recycling Tax.

RESOLUTION #: 2016 APPROVAL AWARDED DUCT CLEANING SERVICES FOR HECKMAN TERRACE TO "REMEDIAION SPECIALISTS, INC."

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

WHEREAS, *Housing Authority* received two Proposals at the following rates:

<u>REMEDIAION SPECIALISTS, INC.</u>		<u>GUARDIAN POWER CLEANING</u>	
One Bedroom	\$ 950.00	One Bedroom	\$1,200.00
Two Bedroom	\$1,050.00	Two Bedroom	\$1,300.00
Three Bedroom	\$1,100.00	Three Bedroom	\$1,395.00
Four Bedroom	\$1,150.00	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 "*Remediation Specialists, Inc.*".

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 "*Remediation Specialists, Inc.*".

13. COMMISSIONER COMMENTS

14. EXECUTIVE SESSION (if needed)

15. ADJOURNMENT