

AGENDA

FEBRUARY 7, 2024

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

8. BILLS – DECEMBER 2023 & JANUARY 2024

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 #: 2107 APPROVAL OF PAYMENT TO "ONBOARD ENGINEERING CORP" FOR NEW HEATING & HOT WATER IN THE HECKMAN TERRACE ANNEX

WHEREAS, Housing Authority of the Town of Phillipsburg is engaged in an agreement with "Onboard Engineering Corp" and;

WHEREAS, "Onboard Engineering Corp" is hereby requesting payment in the amount of \$7,920.00 for New Heating & Hot Water Systems in 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 payment in the amount of \$7,920.00 to "*Onboard Engineering Corp*" for New Heating & Hot Water Systems in the Heckman Terrace Annex.

RESOLUTION #: 2108 - 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 \$28,725.00 for RAD for Heckman Terrace & Heckman Terrace Annex, 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 \$28,725.00 to "*Clampett Industries, LLC d/b/a Bureau Veritas*" for RAD for Heckman Terrace & Heckman Terrace Annex.

RESOLUTION #: 2109 APPROVAL OF PAYMENT TO "CURRENT ELEVATOR TECHNOLOGY" FOR ELEVATOR INSTALLATION 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 \$116,375.00 for Elevator Installation 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 \$116,375.00 to "*Current Elevator Technology*" for Elevator Installation at John F. O'Donnell Apartments.

RESOLUTION #: 2110 - 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 \$5,875.00 for RAD for Heckman Terrace & Heckman Terrace Annex, 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 \$5,875.00 to "*Clampett Industries, LLC d/b/a Bureau Veritas*" for RAD for Heckman Terrace & Heckman Terrace Annex.

RESOLUTION #: 2111 - APPROVAL TO ACCEPT PROPOSAL RECEIVED FOR WINDOW WASHING SERVICES FROM "INTERSTATE POWERWASHING"

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for bids for Window Washing Services; and,

WHEREAS, *the Housing Authority of the Town of Phillipsburg* received one bid from "*Interstate Powerwashing*" for the amounts below; and,

Interstate Powerwashing
Heckman House - \$17,160.00 John F. O'Donnell – \$14,080.00 Andover Kent - \$14,080.00
Total - \$45,320.00

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

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the bid for Window Washing Services with “*Interstate Powerwashing*”.

RESOLUTION#: 2112 – APPROVAL TO AMEND THE BY-LAWS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG

WHEREAS, it is deemed desirable and in the best interest of the Housing Authority of the Town of Phillipsburg (“Authority”) to make certain amendments to the By-Laws of the Authority in order to afford the Secretary-Treasurer the ability to delegate the responsibility of drafting the meeting minutes of the Board of Commissioners; and

WHEREAS, the board members have reviewed and considered the below amendment to the Authority’s By-Laws and have determined that it is in the best interest of the Authority to adopt the amendment to the By-Laws.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby approves and amends Article II (Officers), Section 4 (Secretary-Treasurer), Paragraph 2, to state as follows:

The Secretary-Treasurer, or his/her designee(s), shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He/She shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

RESOLUTION #: 2113 APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR FAÇADE REPAIR 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 \$2,400.00 for Façade Repair 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 \$2,400.00 to “O&S Associates” for Façade Repair at the John F. O’Donnell Apartment Building.

RESOLUTION #: 2114 APPROVAL TO AWARD LANDSCAPING SERVICES FOR SENIOR HIGH RISES CONTRACT TO “PAT’S LAWN CARE”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for Landscaping Services for the Senior High Rises; and

WHEREAS; the following proposal was received and the rates are as follows:, and;

Mowing, trimming & blowing -	\$ 600.00 (per cut)
Shrub trimming -	\$1,200.00(twice per year)
Weeding -	\$ 0.00 (Will spray)
Weed spraying -	\$ 500.00 (twice per year)
Mulch (after spring planting)	\$2,000.00 (in the spring only)

Planting of Annuals	Spring Vinca	\$ 12.00 (per plant)
	Number of Plants	(250-300)
Spring & Fall Clean-up	Fall Mums	\$ 13.00 (per plant)
	Number of plants	(200)
	Spring	\$1,800.00
	Fall	\$2,800.00

WHEREAS, the second year option would be at the same price as above, and;

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the Landscaping Services for the Senior High Rises to “*Pat’s Lawn Care*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal for Landscaping Services for the Senior High Rises to “*Pat’s Lawn Care*” at the rates above.

14. COMMISSIONER COMMENTS

15. EXECUTIVE SESSION (if needed)

16. ADJOURNMENT