

AGENDA

APRIL 10, 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 MARCH 6, 2024

6. BILLS – MARCH 2024

7. COMMUNICATIONS - NORWESCAP FOR SUMMER FOOD PROGRAM

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#: 2126- APPROVAL TO PURCHASE NATURAL GAS FROM "DIRECT ENERGY"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Bids for the Purchase of Natural Gas; and

WHEREAS, a reverse auction was conducted, and the following bids were received:

Direct Energy	\$0.46531 per therm 24 months	\$0.48173 per therm 36 months
UGI Energy	\$0.52490 per therm 24 months	\$0.54636 per therm 36 months
EnergO Energy	\$0.53790 per therm 24 months	\$0.55430 per therm 36 months

WHEREAS, "Direct Energy" was the lowest bidder, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Purchase of Natural Gas to "Direct Energy" and

NOW THEREFORE BE IT RESOLVED, the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby awards the bid for the Purchase of Natural Gas to "Direct Energy" at the fixed term rate of 0.48173 per therm for 36 months from 11/1/2024 to 10/31/2027.

RESOLUTION #: 2127 - APPROVAL OF ON-CALL HVAC MAINTENANCE SERVICES PROPOSAL FROM "MECHANICAL PRESERVATION ASSOCIATES (MPA)" FOR ALL DEVELOPMENTS

WHEREAS, Housing Authority of the Town of Phillipsburg hereby has advertised for Proposals for HVAC Maintenance Services for all developments.

WHEREAS, the following proposal was received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$110.00	Mechanic \$165.00	Mechanic \$220.00	25%
Helper \$ 95.00	Helper \$142.50	Helper \$190.00	

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Phillipsburg to hereby awards the HVAC Services to "MPA" at the standard rate of \$110.00 per hour for mechanic, \$95.00 per hour for a mechanic's helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 2128 - APPROVAL OF ON-CALL BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FROM "MECHANICAL PRESERVATION ASSOCIATES (MPA)" FOR ALL DEVELOPMENTS

WHEREAS, Housing Authority of the Town of Phillipsburg hereby has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$110.00	Mechanic \$165.00	Mechanic \$220.00	25%
Helper \$ 95.00	Helper \$142.50	Helper \$190.00	

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Phillipsburg to hereby awards the Boiler & Heating Maintenance Services to "MPA" at the rate of \$110.00 per hour for mechanic, \$95.00 per hour for a mechanic's helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 2129- APPROVAL TO AWARD ON-CALL ELECTRICAL SERVICES CONTRACT TO "MAGIC TOUCH CONSTRUCTION"

WHEREAS, the Housing Authority of the Town of Phillipsburg hereby advertised for Proposals for the On-Call Electrical Services; and

WHEREAS; the following proposal was received, and;

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Mark-up %</u>
Mechanic \$135.50	Mechanic \$202.50	Mechanic \$270.00	5%
Helper \$105.00	Helper \$157.50	Helper \$210.00	

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

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Electrical Services to “*Magic Touch Construction*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Electrical Services to “*Magic Touch Construction*” at the standard rate of \$135.50/Mechanic, \$105.00/Helper, the weekend/overtime rate of \$202.50/Mechanic, \$157.50/Helper, & the Holiday rate of \$270.00/Mechanic, \$210.00/Helper and 5% Parts Mark-up.

RESOLUTION #: 2130 - APPROVAL TO CONTRACT FOR REMOVAL OF TRIP HAZARDS THROUGHOUT THE FAMILY DEVELOPMENTS THROUGH ESCNJ CO-OP

WHEREAS, the *Housing Authority of the Town of Phillipsburg* was in need of removing trip hazards throughout the Phillipsburg Housing Authority Family Developments; and,

WHEREAS, *Housing Authority* received a proposal from “*Always Safe Sidewalks*” through the Co-op to remove said trip hazards; and,

WHEREAS Thomas F. McGuire, Executive Director recommends awarding the contract to “*Always Safe Sidewalks*” for the removal of trip hazards in the Heckman Terrace at a cost of \$19,218.00; and,

WHEREAS Thomas F. McGuire, Executive Director recommends awarding the contract to “*Always Safe Sidewalks*” for the removal of trip hazards in the Heckman Terrace Annex at a cost of \$21,595.00; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said contract with “*Always Safe Sidewalks*” in the total amount of \$40,813.00 to repair trip hazards in the Heckman Terrace & Heckman Terrace Annex.

RESOLUTION #: 2131 - 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 \$2,855.50 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 \$2,855.50 to “*DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group*” for PHA Website Redesign.

RESOLUTION #: 2132 - APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR FACADE REPAIR

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 \$1,600.00 for Facade Repair, 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 \$1,600.00 to “*O&S Associates*” for Facade Repair.

RESOLUTION #: 2133 - APPROVAL OF PAYMENT TO “ON-BOARD ENGINEERING CORP” FOR NEW HEATING & HOT WATER FOR THE HECKMAN TERRACE ANNEX

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “On-Board Engineering Corp” and;

WHEREAS, “On-Board Engineering Corp” is hereby requesting payment in the amount of \$31,903.00 for New Heating & Hot Water 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 payment in the amount of \$31,903.00 to “On-Board Engineering Group” for New Heating & Hot Water for the Heckman Terrace Annex at the John F. O'Donnell Apartment Building.

RESOLUTION #: 2134 - APPROVAL OF FEE ACCOUNTANT SERVICES TO “WILLIAM KATCHEN, CPA”

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

WHEREAS, *Housing Authority* received a Proposal from “*Bill Katchen*”; and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Fee Accounting Services to “*Bill Katchen*”.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Fee Accounting Services to “William Katchen” at the rate of \$3,500 per month for the period of 7/1/2024 to 6/30/2025.

RESOLUTION #: 2135 - APPROVAL OF AUDIT SERVICES TO “GIAMPAOLO & ASSOCIATES”

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby advertised for Audit ; and

WHEREAS, *Housing Authority* received a Proposal from “*Giampaolo & Associates*”; and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Audit Services to “*Giampaolo & Associates*”.

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Audit Services to “Giampaolo & Associates” at the rate of \$9,525.00 for fiscal year 7/1/2023 to 6/30/2024.

RESOLUTION #: 2136 – APPROVAL TO AMEND PROCUREMENT POLICY

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to amend the Procurement Policy; and;

NOW, THEREFORE, BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes amendments to the Procurement Policy.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT