

**ANNUAL RE-ORGANIZATION MEETING AGENDA  
AUGUST 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, and on the Phillipsburg Housing Authority Website.*

**4.) EXECUTIVE DIRECTOR WILL ACT AS CHAIRMAN PRO-TEMP**

**5.) ELECTION OF OFFICERS FOR THE PERIOD 08-07-2024 to 08-06-2025**

**6.) Schedule of Regular Meetings September 4, 2024 through August 6, 2025  
(starting at 6:30 PM)**

September 4, 2024  
October 2, 2024  
November 6, 2024  
December 4, 2024  
February 5, 2025

March 5, 2025  
April 2, 2025  
May 7, 2025  
June 4, 2025  
August 6, 2025 (REORGANIZATION MTG)

**7.) Designate three (3) Commissioners to execute bank checks on behalf of Housing Authority**

**8.) ADJOURNMENT**

# AGENDA

AUGUST 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 JUNE 3, 2024**

**6. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING ON JULY 10, 2024**

**7. BILLS – JUNE & JULY 2024**

**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 #: 2159 APPROVAL OF PAYMENT TO “KNOCK ON WOOD” FOR EMERGENCY SERVICES FOR THE REMOVAL OF TWO (2) FALLEN TREES FROM STORM DAMAGE ON SATURDAY, JUNE 22, 2024**

**WHEREAS,** *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Knock on Wood*” and;

**WHEREAS,** “*Knock on Wood*” is hereby requesting payment in the amount of \$5,500.00 for the emergency removal of two fallen trees.

**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 \$5,500.00 to “*Knock on Wood*” for emergency services for the removal of two (2) fallen trees.

**RESOLUTION #: 2160- APPROVAL OF COMPUTER/NETWORK/SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO “LOOKFIRST TECHNOLOGY”**

**WHEREAS,** *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Computer/Network/Software/Surveillance Cameras Maintenance Services.

**WHEREAS,** the following proposals were received:

LookFirst Technology -	\$115.00/hour
Unified Technology Partners -	\$120.00/hour
Digital Team	\$150.00/hour

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* that after reviewing the above proposal for completeness and compliance, hereby awards the Computer/Network/Software/Surveillance Cameras Maintenance Services contract to “*LookFirst Technology*” at \$115.00/hour.

**RESOLUTION #: 2161 APPROVAL OF CAPITAL FUND MANAGEMENT CONSULTING SERVICES**

**WHEREAS,** *Housing Authority of the Town of Phillipsburg* desires to approve Capital Fund Management Consulting Services and;

**WHEREAS,** *Housing Authority* received a Proposal from “*LMTD, LLC.*” (*Lucia Delopoulos*); and

**WHEREAS,** Thomas F. McGuire, Executive Director recommends awarding Capital Fund Management Consulting Services to “*LMTD, LLC.*” (*Lucia Delopoulos*).

**NOW, THEREFORE, BE IT RESOLVED,** by the *Board of Commissioners of the Housing Authority of Phillipsburg* that after reviewing the above proposal for completeness and compliance, hereby awards the Proposal for Capital Fund Management Consulting Services to “*LMTD, LLC*”

(Lucia Delopoulos) at the rate of \$20,400 per year or \$1,700 per month for year one (August 1, 2024 – July 31, 2025) and second year option (August 1, 2025 – July 31, 2026) at the same price.

**RESOLUTION #: 2162 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 \$2,547.00 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 \$2,547.00 to “DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group” for PHA Website Redesign.

**RESOLUTION #: 2163 APPROVAL OF PAYMENT TO “PHILLIPSBURG HOUSING AUTHORITY” FOR REIMBURSEMENT LANDSCAPING, MULCH DELIVERY, ETC.**

**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.*” is hereby requesting payment in the amount of \$7,300.00 for the Landscaping, mulch delivery, etc., 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 \$7,300.00 for Landscaping, mulch delivery, etc.

**RESOLUTION #: 2164 - APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ARCHITECTURAL DESIGN FOR BASKETBALL COURT RENOVATIONS & COMMUNITY BUILDING HVAC SYSTEM**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*W2A Design Group*” and;

**WHEREAS**, “*W2A Design Group*” is hereby requesting payment in the amount of \$1,983.75 for services rendered for Architectural Design for Basketball Court Renovations, and;

**WHEREAS**, “*W2A Design Group*” is hereby requesting payment in the amount of \$12,045.00 for services rendered for Architectural Design for the Community Building HVAC System, and;

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payments in the total amount of \$14,028.75 to “*W2A Design Group*” for services rendered for Architectural Design for Basketball Court Renovations and Community Building HVAC Systems.

**RESOLUTION #: 2165 - APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR FACADE REPAIR AT 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 \$1,400.00 for Facade 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 \$1,400.00 to “O&S Associates” for Facade Repair at the John F. O’Donnell Apartment Building.

**RESOLUTION #: 2166 - APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ARCHITECTURAL DESIGN FOR ANDOVER-KENT TOWERS ENTRY SYSTEM**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “W2A Design Group” and;

**WHEREAS**, “W2A Design Group” is hereby requesting payment in the amount of \$2,910.00 for services rendered for Andover-Kent Towers Entry System, 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 \$2,910.00 to “W2A Design Group” for services rendered for Andover-Kent Towers Entry System.

**RESOLUTION #: 2167 - APPROVAL FOR CHANGE ORDER #1 TO “DeALESSI ENTERPRISES, INC., DBA FUERZA STRATEGY GROUP” FOR WEBSITE DESIGN UPGRADE FOR EMPLOYMENT OPPORTUNITIES TAB**

**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 Change Order #1 in the amount of \$247.00 to add a new tab to website design for Employment Opportunities, 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 \$247.00 for the Employment Opportunities tab.

**RESOLUTION #: 2168 - APPROVAL TO ENTER INTO A CONTRACT FOR COMMUNITY SOLAR THROUGH DIMENSION-ENERGY WITH EVERSOLAR, LLC.**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to approve a Subscription for Solar Power through a Solar Community Project. The Solar Community Project guarantees savings of Twenty (20%) Percent for our JCP&L Electric Services, and;

**WHEREAS**, *Housing Authority* received a Proposal from Dimension-Energy for *Eversolar, LLC*;  
and

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Contract to  
“*EVERSOLAR, LLC*.”

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* that after reviewing the above proposal, hereby awards the Proposal for Community Solar to Eversolar, LLC. for credits of Twenty (20%) Percent for our JCP&L Services, at no cost to the housing authority.

**RESOLUTION#: 2169 - APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING**

**WHEREAS**, The Phillipsburg Housing Authority, Phillipsburg, NJ is required to include earnings on net assets in excess of \$5,000 as tenant income in calculation of rent. The interest amount is determined by HUD annually and is based on the Savings National Rate in effect at the time of establishing the rate. HUD established rate of .40% will be effective on October 1, 2024.

**13. COMMISSIONER COMMENTS**

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

**15. ADJOURNMENT**