

# AGENDA

SEPTEMBER 11, 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 ANNUAL REORGANIZATION MEETING ON AUGUST 7, 2024**

**6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON AUGUST 7, 2024**

**7. BILLS – AUGUST 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 #: 2170 APPROVAL OF TRANSFER OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ("HCV") FROM THE TOWN OF PHILLIPSBURG TO THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG**

**WHEREAS**, the Town of Phillipsburg ("Town") presently administers the Section 8 Housing Choice Voucher Program ("HCV"); and

**WHEREAS**, the Town passed Resolution No. 2024-156 authorizing Mayor Randy Piazza, Jr. to seek approval of the transfer of the HCV program to the Housing Authority of the Town of Phillipsburg ("Authority") from the U.S. Department of Housing and Urban Development (the "Request"); and

**WHEREAS**, the Request of HUD will be for the Authority to administer the HCV beginning January 1, 2025; and

**WHEREAS**, the Authority seeks to assume responsibility for the administration of the HCV.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes Thomas McGuire, Executive Director, in conjunction with Mayor Randy Piazza, Jr., to seek this Request of the U.S. Department of Housing and Urban Development.

**RESOLUTION #: 2171 APPROVAL OF THE PURCHASE OF CAMERAS, ACCESSORIES, NETWORKING & SOFTWARE THROUGH ESCNJ CO-OP**

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

**WHEREAS**, *Housing Authority* received a proposal from “*Turnkey Technologies*” through the Co-op to purchase Cameras, Accessories, Networking & Software in the amount of \$154,573.21; and,

**WHEREAS** Thomas F. McGuire, Executive Director recommends awarding the purchase of these cameras, accessories, networking & software; 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 Cameras, Accessories, Networking & Software from “*Turnkey Technologies*” in the amount of \$154,573.21.

**RESOLUTION #: 2172 APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO ACCEPT PROPOSAL FOR THE CONSTRUCTION OF THE BASKETBALL COURTS FROM HYGRADE INSULATORS,**

**INC.**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Construction of Basketball Courts*”, and

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* negotiated a Proposal: from Hygrade Insulators, Inc.; and

**WHEREAS**, the Housing Authority of the Town of Phillipsburg reviewed the proposal for completeness and accuracy; *and*,

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding this proposal in the amount of \$89,250.00 for General Construction, \$180.00 per cubic yard for Rock Removal & \$130.00 per cubic yard for Crushed Stone to Hygrade Insulators, Inc.; and,

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the proposal from “*Hygrade Insulators, Inc.*” in the amount of \$89,250.00 for General Construction, \$180.00 per cubic yard for Rock Removal & \$130.00 per cubic yard for Crushed Stone.

**RESOLUTION #: 2173 APPROVAL AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL TO BECOME A MEMBER FOR THE PERIOD OF OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2026**

**WHEREAS**, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

**WHEREAS**, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency, to become a member of the MCCPC for the period of October 1, 2021 through September 30, 2026.

**BE IT RESOLVED**, by *the Housing Authority of the Town of Phillipsburg*, County of Warren, State of New Jersey as follows:

- 1) *The Housing Authority of the Town of Phillipsburg* hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2021, pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is to become a member of the MCCPC for a five (5) year period from October 1, 2021, through September 30, 2026.
- 2) The Housing Authority of the Town of Phillipsburg Executive Director is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
- 3) The Resolution shall take effect immediately upon final passage according to law.
- 4) All appropriate Housing Authority of the Town of Phillipsburg officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

**RESOLUTION #: 2174 - APPROVAL OF THE PURCHASE OF TWO VEHICLES THROUGH THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* was in need of two (2) new vehicles to enable staff to perform maintenance throughout the Phillipsburg Housing Authority Properties; and

**WHEREAS**, the housing authority purchased a 2024 Ford Transit Cargo Van & a 2024 Ford F-150 XL 4WD Reg Cab Truck from "*Nielsen Ford of Morristown, Inc.*" through the Co-op; and

**WHEREAS**, "*Nielsen Ford of Morristown, Inc.*" is requesting payment in the amount of **\$66,651.75** for the 2024 Ford Transit Cargo Van and **\$54,420.90** for the Ford F-150 XL 4WD Reg Cab Truck; 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 payment in the total amount of **\$121,072.65** for the purchase of the 2024 Ford Transit Cargo Van & 2024 Ford F-150 XL 4WD Reg Cab Truck.

**RESOLUTION #: 2175 - APPROVAL OF PAYMENT TO "TENANT DS- FAMILY #: 2385403" FOR REFUND OF RENT OVERPAYMENT**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in a rental agreement with "Tenant DS- Family #: 2385403", and;

**WHEREAS**, an excess rental payment was made by "Tenant DS-Family #: 2385403" in the amount of **\$2,000.00**, and;

**WHEREAS**, Thomas F. McGuire, Executive Director, is hereby requesting the Phillipsburg Housing Authority refund rent overpayment.

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said refund in the amount of **\$2,000.00** to "Tenant DS-Family #: 2385403".

**RESOLUTION #: 2176 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO ACCEPT THE PROPOSAL FOR JOHN F. O'DONNELL FACADE REPAIRS & COATING FROM BLACKSTONE GROUP**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Facade Repairs & Coating to John F. O'Donnell Apartment Building*”, and

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* received eleven Proposals:

<u>COMPANY</u>	<u>COST</u>
Aresh Construction	\$ 365,100.00
Blackstone Group	\$ 588,300.00
A1 Construction	\$ 685,600.00
EKO Construction	\$ 705,281.00
Madina Construction	\$ 711,020.00
Hear Construction	\$ 750,310.00
ATG Restoration	\$ 766,404.10
Ladi Construction	\$ 767,000.00
Malpere Company	\$ 786,450.00
Pax Mundus	\$ 801,045.00
Preferred Masonry	\$1,416,686.35

**WHEREAS**, the Housing Authority of the Town of Phillipsburg reviewed said proposals and acknowledges receipt of the proposals for “*Exterior Repairs & Coating to John F. O'Donnell Apartment Building*”; and,

**WHEREAS**, the Proposals have been reviewed for completeness and compliance; and,

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the proposal for “Exterior Repairs & Coating to John F. O'Donnell Apartment Buildings to “*Blackstone Group*”.

**NOW THEREFORE BE IT RESOLVED**, the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby awards the Proposal for Exterior Repairs & Coating to the John F. O'Donnell Apartment Building to “*Blackstone Group*”.

**RESOLUTION #: 2177 - RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF ENVISION CENTER/CONNECT HOME USA SPECIALIST**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg*, a public entity organized and existing under the laws of the State of New Jersey, has determined that, in order to ensure full compliance with all applicable Federal and State laws and regulations and to assure the efficient and harmonious performance of the Housing Authority, it is in need of an “Envision Center/Connect Home USA Specialist”; and,

**WHEREAS**, the Housing Authority of the Town of Phillipsburg wishes to create a position entitled “Envision Center/Connect Home USA Specialist” with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby establishes and creates a position entitled “Envision Center/Connect Home USA Specialist” with the responsibilities outlined in Exhibit A; and,

**BE IT FURTHER RESOLVED**, that the Position of “Envision Center/Connect Home USA Specialist” shall be compensated based upon education and experience in the salary range of \$45,000.00 Step A to \$54,698.00 Step E.

**RESOLUTION #: 2178 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP I FOR SEPTEMBER 2024**

**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:

<b><u>Amp I</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$22,499.05
Vacate Charges	\$18,531.29
Other monies owed	<u>\$ 3,144.41</u>
<b>TOTAL WRITE-OFFS AMP I</b>	<b><u>\$44,174.75</u></b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 Total Collection Losses of **\$44,174.75** and hereby adopts said Resolution #: **2178** and approves Collection Losses for AMP 1.

**RESOLUTION #: 2179 - APPROVAL OF THE TENANT "RENT" WRITE OFFS FOR AMP II FOR SEPTEMBER 2024**

**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:

<b><u>Amp II</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$2,620.14
Vacate Charges	\$4,336.73
Other monies owed	<u>\$ 275.00</u>
<b>TOTAL WRITE-OFFS AMP I</b>	<b><u>\$7,231.87</u></b>

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg approves AMP 1 Total Collection Losses of **\$7,231.87** and hereby adopts said Resolution #: **2179** and approves Collection Losses for AMP II.

**13. COMMISSIONER COMMENTS**

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

**15. ADJOURNMENT**