

# AGENDA

(Updated)

OCTOBER 9, 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 SEPTEMBER 11, 2024**

**6. BILLS – SEPTEMBER 2024**

**7. COMMUNICATIONS**

**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 #: 2180 - RESOLUTION TO ADOPT THE SECTION 3 PLAN TO COMPLY WITH 24CFR, PART 135 OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 3**

**WHEREAS**, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds; and,

**WHEREAS**, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and,

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that comprehensively addresses the standards and procedures prescribed in the Act; and,

**WHEREAS**, the Section 3 Plan has been reviewed by the Housing Authority of the Town of Phillipsburg's administration.

**NOW THEREFORE, BE IT RESOLVED THAT** *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* authorizes the Housing Authority to adopt and implement the HUD recommended Section 3 Plan to ensure compliance with Federal Law.

**RESOLUTION #: 2181 - APPROVAL OF PAYMENT TO "IN-LINE ARCHITECTURAL GLASS & METAL, INC." FOR ARCHITECTURAL BULLET RESISTANT GLASS FOR FRONT OFFICE & INTERVIEW ROOMS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*In-Line Architectural Glass & Metal, Inc.*" and;

**WHEREAS**, "*In-Line Architectural Glass & Metal, Inc.*" is hereby requesting payment in the amount of \$35,900.00 for installation of Bullet Resistant Glass in the Front Office & Interview Rooms, 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 \$35,900.00 to "*In-Line Architectural Glass & Metal, Inc.*" for installation of Bullet Resistant Glass in the Front Office & Interview Rooms.

**RESOLUTION #: 2182 - APPROVAL TO ACCEPT CHANGE ORDER #1 TO "TM BRENNAN SERVICE, INC." TO MOVE SUBSTANTIAL COMPLETION DATE TO NOVEMBER 15, 2024.**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*TM Brennan Service, Inc.*" and;

**WHEREAS**, "*TM Brennan Service, Inc.*" is hereby requesting Change Order #1 to move substantial completion date to November 15, 2024, and;

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 moving substantial completion date to November 15, 2024.

**RESOLUTION #: 2183 - APPROVAL TO REJECT CHANGE ORDER #2 TO "TM BRENNAN SERVICE, INC." TO REQUESTING TO UTILIZE EXISTING REFRIGERATION PIPING**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*TM Brennan Service, Inc.*" and;

**WHEREAS**, "*TM Brennan Service, Inc.*" is hereby requesting Change Order #2 to utilize existing refrigeration piping, and;

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby rejects said Change Order #2 requesting to utilize existing refrigeration piping.

**RESOLUTION #: 2184 - APPROVAL OF THE PURCHASE OF OFFICE FURNITURE THROUGH STATE CONTRACT**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* was in need of a new office furniture for the EnVision rooms paid through the State Library Grant,

**WHEREAS**, *Housing Authority* received a proposal from “*Storage Systems USA*” through State Contract to purchase office furniture for the EnVision rooms in the amount of **\$13,811.00**; and,

**WHEREAS** Thomas F. McGuire, Executive Director recommends awarding the purchase of the office furniture for the EnVision rooms; 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 office furniture for the EnVision rooms from “*Storage Systems USA*” in the amount of **\$13,811.00**.

**RESOLUTION #: 2185 APPROVAL OF CHANGE ORDER FROM “CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS” FOR ENVIRONMENTAL PHASE I UPDATES 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 #002 in the amount of **\$16,000.00** since by ASTM Standards the Environmental Phase I reports that were completed in 2023 have expired and will require updating as 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 **\$16,000.00** for Change Order #002 to “*Clampett Industries, LLC d/b/a Bureau Veritas*” since by ASTM Standards the Environmental Phase I reports that were completed in 2023 have expired and will require updating as specified on the Change Order Authorization Form.

**12. COMMISSIONER COMMENTS**

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

**14. ADJOURNMENT**