

# AGENDA

NOVEMBER 13, 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 9, 2024**

**6. BILLS –OCTOBER 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 #: 2186 APPROVAL TO APPOINT “W2A ARCHITECTS” FOR ARCHITECT OF RECORD**

**WHEREAS,** *Housing Authority of the Town of Phillipsburg hereby advertised for Proposals for an “Architect of Record”;* and

**WHEREAS,** *Housing Authority received proposals from the following companies:*

*“Lothrop Associates Architects” – Principal-\$225.00 per hour, Licensed Engineer \$200.00 per hour, Engineer - \$170.00 per hour, Architect - \$175.00 per hour*

*“W2A” – Principal-\$140.00 per hour, Licensed Engineer-\$160.00 per hour, Engineer- \$120.00 per hour, Architect - \$90.00 per hour; and*

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Architect of Record to “W2A Architects”.

**NOW THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Architect of Record to “W2A Architects”.

**RESOLUTION #: 2187 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 \$6,950.00 for Radon Testing 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 \$6,950.00 to “*Clampett Industries, LLC d/b/a Bureau Veritas*” for Radon Testing for Heckman Terrace & Heckman Terrace Annex.

**RESOLUTION #: 2188 APPROVAL OF PAYMENT TO “PHILLIPSBURG HOUSING AUTHORITY” FOR REIMBURSEMENT TO W2A ARCHITECTS – COMMUNITY BUILDING HVAC REPLACEMENT**

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

**WHEREAS**, a payment was made to “W2A Architects” in the amount of \$3,504.00 for Community Building HVAC Replacement from the Phillipsburg Housing Authority General Account, and;

**WHEREAS**, Thomas F. McGuire, Executive Director, is hereby requesting the Phillipsburg Housing Authority General Account be reimbursed by the Phillipsburg Housing Authority Capital Funds Account.

**BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Phillipsburg hereby approves and authorizes said reimbursement in the amount of \$3,504.00 to the Phillipsburg Housing Authority for Community Building HVAC Replacement.

**RESOLUTION #: 2189 APPROVAL OF PAYMENT TO “TM BRENNAN SERVICE” FOR COMMUNITY BUILDING HVAC REPLACEMENT**

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

**WHEREAS**, “*TM Brennan Service*” is hereby requesting payment in the amount of \$60,750.00 for Community Building HVAC Replacement, 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 \$60,750.00 to “*TM Brennan Service*” for Community Building HVAC Replacement from the Library Grant Account.

**RESOLUTION #: 2190 APPROVAL TO REMOVE LUCIA DELOPOULOS AS A HEARING OFFICER AND ADD T. KENT CORCORAN AS A HEARING OFFICER**

**WHEREAS**, Lucia Delopoulos served as a Hearing Officer for the Grievance Committee and has requested to be removed due to insurance requirements and;

**WHEREAS**, the *Board of Commissioners' of the Housing Authority of the Town of Phillipsburg* hereby authorizes and approves Thomas F. McGuire, Executive Director to remove Lucia Delopoulos as a hearing officer and appoint T. Kent Corcoran as a hearing officer, and;

**NOW THEREFORE BE IT RESOLVED**, Housing Authority of the Town of Phillipsburg Board of Commissioners hereby approves the removal of Lucia Delopoulos as a Hearing Officer due to her insurance requirements and appoint T. Kent Corcoran as a Hearing Officer for the Housing Authority's Grievance Procedure.

**RESOLUTION #: 2191 APPROVAL OF CHANGE ORDER # 1 FROM "HYGRADE INSULATORS, INC" FOR ADDITIONAL UNFORESEEN WORK AT THE PHA BASKETBALL COURTS AS SUBMITTED IN THEIR CHANGE ORDER AUTHORIZATION FORM**

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

**WHEREAS**, "*Hygrade Insulators, Inc.*" is hereby submitting Change Order #001 in the amount of \$11,257.81 due to unforeseen work at the PHA Basketball Courts 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 \$11,257.81 for Change Order #001 to "*Hygrade Insulators, Inc.*" due to unforeseen work at the PHA Basketball Courts as specified on the Change Order Authorization Form.

**RESOLUTION #: 2192 APPROVAL FOR EMERGENCY REPAIR FOR FIRE PANEL INSTALLATION AT JOHN F. O'DONNELL APARTMENT BUILDING DUE TO SYSTEM FAILING DUE TO AGE OF SYSTEM**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* needed to obtain emergency services; and,

**WHEREAS**, Kevin DeGerolamo, Property Manager recommended to Thomas F. McGuire, Executive Director the need for this repair due to the system failing due to age and the building being occupied by disabled tenants and seniors; and,

**WHEREAS**, SDG had a unit in stock and was able to make the repair the same day at a cost of \$5,501.50; and,

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves payment in the amount of \$5,501.50 for the installation of the new fire alarm panel at the John F. O'Donnell Apartment Building; and,

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment for the installation of the fire alarm panel at the John F. O'Donnell Apartment Buildings.

**RESOLUTION #: 2193 APPROVAL AWARDDING RISK MANAGEMENT SERVICES TO "ALAMO RISK MANAGEMENT SERVICES"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Risk Management Services"; and

**WHEREAS**, *Housing Authority* received one (1) Proposal "*Alamo Risk Management Services*" (Not to Exceed 5%)

**WHEREAS**, the proposal has been reviewed for completeness and compliance, and;

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Risk Management Services to “Alamo”.

**NOW THEREFORE BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal of Risk Management Services to “Alamo Risk Management Services” effective January 1, 2025, through December 31, 2025.

**RESOLUTION #: 2194 APPROVAL OF CHANGE ORDER #3 TO “TM BRENNAN SERVICE, INC.” TO MOVE CONDENSER UNITS TO REQUESTED LOCATIONS.**

**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 #3 to move condenser units to requested locations as specified on the Change Order Authorization Form for the additional sum of **\$6,374.40**, and;

**BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Phillipsburg hereby approves and authorizes said Change Order #3 to move condenser units to requested locations as specified on the Change Order Authorization Form for the additional sum of **\$6,374.40**.

**12. COMMISSIONER COMMENTS**

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

**14. ADJOURNMENT**