

AGENDA

FEBRUARY 12, 2025

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 EXECUTIVE SESSION ON DECEMBER 11, 2024

6. APPROVAL OF THE MINUTES OF THE REGULAR MEETING ON DECEMBER 11, 2024

**7. BILLS –DECEMBER 2024
& JANUARY 2025**

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 #: 2205 - APPROVAL OF PAYMENT TO “HYGRADE INSULATORS, INC.”

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

WHEREAS, “Hygrade Insulators, Inc.” is hereby requesting payment in the amount of \$68,981.28 for renovations to the Basketball Courts in the 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 \$68,981.28 for the renovations to the Basketball Courts in the Heckman Terrace & Heckman Terrace Annex.

RESOLUTION #: 2206 - APPROVAL OF PAYMENT TO “TURN-KEY TECHNOLOGIES”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Turn-Key Technologies”; and,

WHEREAS, “Turn-Key Technologies” is hereby requesting payment in the amount of \$154,573.16 for Phase II of Cameras for the family developments; 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 \$154,573.16 to “Turn-Key Technologies” for Phase II of Cameras for the family developments.

RESOLUTION #: 2207 - 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 \$15,110.00 to update the Phillipsburg Housing Authority (PHA) Environmental Report, 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 \$15,110.00 to “Clampett Industries, LLC d/b/a Bureau Veritas” to update the PHA Environmental Report for all properties.

RESOLUTION #: 2208 - APPROVAL OF PAYMENT TO NIELSEN FORD OF MORRISTOWN

WHEREAS, *the Housing Authority of the Town of Phillipsburg* was in need of a new vehicle; and

WHEREAS, the housing authority purchased a 2024 E150 Ford Transit Cargo Van from “*Nielsen Ford of Morristown, Inc.*” through the Morris County Co-op; and

WHEREAS, “*Nielsen Ford of Morristown, Inc.*” is requesting payment in the amount of \$66,651.75 for the purchase of the 2024 E150 Ford Transit Cargo Van; 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 amount of \$66,651.75 for the purchase of the 2024 E150 Ford Transit Cargo Van.

RESOLUTION #: 2209 - APPROVAL OF PAYMENT TO “FERGUSON ENTERPRISES INC.”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Ferguson Enterprises, Inc.” and;

WHEREAS, “Ferguson Enterprises, Inc.” is hereby requesting payment in the amount of \$99,151.43 for handicap accessories & fixtures in Andover-Kent Towers, Heckman House, & John F. O'Donnell Apartment Buildings.

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said payment in the amount of \$99,151.43 to update handicap accessories & fixtures in the high-rise apartments.

RESOLUTION #: 2210 - 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 #2 in the amount of \$142,536.60 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 \$142,536.60 to “TM Brennan Service” for Community Building HVAC Replacement from the Library Grant Account.

RESOLUTION #: 2211 - APPROVAL OF PAYMENT TO “OFFICE CONCEPTS GROUP, INC”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Office Concepts Group, Inc.”

WHEREAS, “*Office Concepts Groups, Inc.*” is hereby requesting payment in the amount of \$599.71 for paper & toner.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said purchase of paper & toner for the EnVision Room through the Library Grant.

RESOLUTION #: 2212 - APPROVAL TO PARTICIPATE IN SOMERSET COUNTY COOPERATIVE PRICING SYSTEM, #2-SOCCP

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to become a member of the Somerset County Cooperative Pricing System, #2-SOCCP, effective **February 12, 2025** and, that such membership shall be for the period ending **December 31, 2028** and each renewal, thereafter of the system, unless elects for formally withdraw from the system;

NOW, THEREFORE, BE IT RESOLVED, that the *Housing Authority of the Town of Phillipsburg Board of Commissioners* and *Executive Director* are hereby authorized to execute the attached agreement for such membership.

RESOLUTION #: 2213 - APPROVAL TO OFFER SECOND YEAR OPTION FOR LANDSCAPING SERVICES FOR SENIOR HIGH RISES TO “PAT’S LAWN CARE, INC”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Pat's Lawn Care, Inc." and;

WHEREAS, "Pat's Lawn Care, Inc.)" is hereby requesting to exercise the second- year option for Landscaping Services for the Senior High Rises at the following rates that will remain the same as the first year:

WHEREAS; the following proposal was received and the rates are as follows:, and;

Mowing, trimming & blowing -		\$ 600.00 (per cut)
Shrub trimming -		\$1,200.00(twice per year)
Weeding -		\$ 0.00 (Will spray)
Weed spraying -		\$ 500.00 (twice per year)
Mulch (after spring planting)		\$2,000.00 (in the spring only)
Planting of Annuals	Spring Vinca	\$ 12.00 (per plant)
	Number of Plants	(250-300)
	Fall Mums	\$ 13.00 (per plant)
	Number of plants	(200)
Spring & Fall Clean-up	Spring	\$1,800.00
(leaves, branches & debris)	Fall	\$2,800.00

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Landscaping Services for the Senior High Rises at the above rates.

RESOLUTION #: 2214 - APPROVAL OF PROPOSAL FROM FIRTH YOUTH CENTER FOR FYC 2025 SUMMER PLAYGROUND PROGRAM COSTS FOR THE CHILDREN WHO RESIDE IN THE PHILLIPSBURG HOUSING AUTHORITY

WHEREAS, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* received a proposal from the Firth Youth Center for the 2025 Summer Playground Costs & are desirous to approve the Firth Youth Center summer playground program for children who reside in the Phillipsburg Housing Authority in the amount of **\$6,000.00** for five weeks (tentatively scheduled for June 23, 2025 – July 24, 2025-weather permitting). The program will run from 9:00AM – 12:00 PM for PHA youths ages 6-11 years old; 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 approve the Firth Youth Center for the 2025 Summer Playground Program for youths ages 6-11 residing in the Phillipsburg Housing Authority.

NOW THEREFORE BE IT RESOLVED, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the Firth Youth Center 2025 Summer Playground Program for youths ages 6-11 residing in the Phillipsburg Housing Authority in the amount of **\$6,000.00**.

RESOLUTION #: 2215 - APPROVAL AWARDDING DUCT CLEANING SERVICES FOR HECKMAN TERRACE TO "ADVANCED FURNACE & AIRDUCT CLEANING."

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

WHEREAS, *Housing Authority* received five Proposals at the following rates:
The following were the bids received for these services for year one.

Advanced Furnace & Airduct Cleaning			
\$503.16 – 1 BR	\$754.74 – 2 BR bungalow	\$754.74 – 2 BR (up & down)	\$754.74 – 3 BR
Remediation Specialists Inc.			
\$950.00 -1 BR	\$1,050.00 – 2 BR bungalow	\$1,100.00 – 3 BR (up & down)	\$1,150.00 – 3 BR
Guardian Power Cleaning			
\$1,200.00 – 1 BR	\$1,300.00 – 2 BR bungalow	\$1,395.00 – 3 BR (up & down)	\$1,495.00 – 3 BR

Consolidated Environmental			
\$1,200.00 – 1 BR	\$1,400.00 – 2 BR bungalow	\$1,600.00 – 3 BR (up & down)	\$1,800.00 – 3 BR
TM Brennan			
\$1,500.00 – 1 BR	\$2,500.00 – 2 BR bungalow	\$4,000.00 – 3 BR (up & down)	\$4,500.00 – 3 BR

The following were the bids received for these services for year two.

Advanced Furnace & Airduct Cleaning			
\$518.16 – 1 BR	\$769.75 – 2 BR bungalow	\$769.75 – 2 BR (up & down)	\$769.75 – 3 BR
Remediation Specialists Inc.			
\$960.00 -1 BR	\$1,060.00 – 2 BR bungalow	\$1,110.00 – 3 BR (up & down)	\$1,160.00 – 3 BR
Guardian Power Cleaning			
\$1,200.00 – 1 BR	\$1,300.00 – 2 BR bungalow	\$1,395.00 – 3 BR (up & down)	\$1,495.00 – 3 BR
Consolidated Environmental			
\$1,020.00 – 1 BR	\$1,190.00 – 2 BR bungalow	\$1,360.00 – 3 BR (up & down)	\$1,530.00 – 3 BR
TM Brennan			
\$1,500.00 – 1 BR	\$2,500.00 – 2 BR bungalow	\$4,000.00 – 3 BR (up & down)	\$4,500.00 – 3 BR

WHEREAS, the proposals have been reviewed for completeness and compliance; and,

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Duct Cleaning Services For the Heckman Terrace to “*Advanced Furnace & Airduct Cleaning*”.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal of Duct Cleaning Services for the Heckman Terrace to “*Advanced Furnace & Airduct Cleaning*”.

RESOLUTION #: 2216 - RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWN OF PHILLIPSBURG FOR THE CONTRACT ADMINISTRATION OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, N.J.S.A. 40A:65-1 et seq. authorizes local units of government, including the Phillipsburg Housing Authority, to enter into agreements for shared services; and

WHEREAS, the Town of Phillipsburg currently has a Section 8 Annual Contributions Contract with the United States Department of Housing and Urban Development pursuant to which the Town administers a Housing Choice Voucher Program (“Program”); and

WHEREAS, the Town desires to enter into a Shared Services Agreement with the Authority to appoint the Authority as the designated Contract Administrator of the Program, a copy of which is annexed hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby authorizes the shared services agreement for Contract Administration of the Program with the Town of Phillipsburg; and

BE IT FURTHER RESOLVED, that the Executive Director Mr. Thomas F. McGuire and Chairman Mr. Kent Corcoran, or their respective designees, may enter into and execute the shared services agreement with the Town of Phillipsburg.

RESOLUTION #: 2217 - RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF SECTION 8 HCV MANAGER

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 a Section 8 HCV Manager; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg wishes to create a position entitled "Section 8 HCV Manager" 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 "Section 8 HCV Manager" with the responsibilities outlined in Exhibit A; and,

BE IT FURTHER RESOLVED, that the Position of "Section 8 HCV Manager shall be compensated based upon education and experience with a salary of \$87,500.00.

RESOLUTION #: 2218 - APPROVAL FOR PHILLIPSBURG HOUSING TO OPEN A NEW ACCOUNT AT "PROVIDENT BANK" FOR BANKING SERVICES FOR SECTION 8 HCV PROGRAM

WHEREAS, *the Housing Authority of the Town of Phillipsburg* desires to open an Account at "Provident Bank" for Banking Services for the Section 8 HCV Program; and

WHEREAS, Thomas F. McGuire, Executive Director recommends opening a new bank Account at "Provident Bank" for Banking Services for the Section 8 HCV Program; and

BE IT RESOLVED, the consent of *the Housing Authority of the Town of Phillipsburg Board of Commissioners* be and hereby accorded for opening the following bank account from "Provident Bank":

Name of Bank: "Provident Bank"

New Account: *Section 8 HCV Program*

BE IT FURTHER RESOLVED, *the Board of Commissioners of the Housing Authority of the Town of Phillipsburg* hereby authorizes Mr. Thomas F. McGuire, Executive Director to sign and submit to "Provident Bank" all such application forms, documents, and papers in writing as may be required in this connection; and

BE IT FURTHER RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes Mr. Thomas F. McGuire, Executive Director to sign the certified true copy of the above resolutions to be forward to "Provident Bank" as and when is necessary; and

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby authorizes and approves opening a new account for the *Section 8 HCV Program* at "Provident Bank".

RESOLUTION #: 2219 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO ACCEPT PROPOSAL FOR RADON REMEDIATION FROM "PROTECT ENVIRONMENTAL"

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for "Radon Remediation", and

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received two Proposals: from "Protect Environmental" in the amount of \$119,200 & "T. Fiotakis Construction" in the amount of \$176,000; and,

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

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding this proposal in the amount of **\$119,200.00** for Radon Remediation to "Protect Environmental" and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the proposal from “*Protect Environmental*” in the amount of **\$119,200.00** for Radon Remediation.

13. COMMISSIONER COMMENTS

14. EXECUTIVE SESSION (if needed)

15. ADJOURNMENT