

AGENDA

APRIL 9, 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 REGULAR MEETING ON MARCH 12, 2025

6. BILLS –MARCH 2025

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 #: 2232 APPROVAL TO OFFER SECOND YEAR OPTION FOR AUDIT SERVICES TO "GIAMPAOLO & ASSOCIATES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Giampaolo & Associates" and;

WHEREAS, “Giampaolo & Associates” is hereby requesting to exercise the second- year option for Audit Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Audit Services to “Giampaolo & Associates” as the *PHA Auditor* in the amount of \$9,525.00 per year for fiscal year July 1, 2024, to June 30, 2025.

RESOLUTION #: 2233 - RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE TOWN OF PHILLIPSBURG PROVIDING THE POLICE DEPARTMENT WITH ACCESS TO THE AUTHORITY’S AUTOMATIC LICENSE PLATE READERS AND CAMERA FEEDS

WHEREAS, the Housing Authority of the Town of Phillipsburg (“Authority”) has purchased and installed on its properties automatic license plate readers and video cameras for the general safety of its residents; and

WHEREAS, the Authority seeks to provide access to the information and video feeds from the automatic license plate readers and video cameras to the Police Department of the Town of Phillipsburg (“Town”); and

WHEREAS, the Authority and the Town are desirous to enter into A Memorandum of Agreement (“MOA”), a copy of which is annexed hereto as Exhibit A, to memorialize the terms and conditions of the Police Department of the Town of Phillipsburg’s access and use of the video feed and automatic license plate readers information.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the Town of Phillipsburg Board of Commissioners hereby authorizes the MOA 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 MOA with the Town of Phillipsburg.

RESOLUTION #: 2234 APPROVAL OF ALL REVISIONS TO THE ADMISSIONS & OCCUPANCY (ACOP) POLICY AS RECOMMENDED BY NAN MCKAY FOR HOTMA & NSPIRE

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to accept all revisions to the Admissions & Occupancy (ACOP) Policy for HOTMA & NSPIRE; and

WHEREAS, the Executive Director is recommending the Board of Commissioners approve all the revisions to the Admissions & Occupancy (ACOP) Policy.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes all revisions to the Admissions & Occupancy (ACOP) Policy, as recommended by Nan McKay for HOTMA & NSPIRE, effective July 1, 2025.

RESOLUTION #: 2235 - APPROVAL TO OFFER SECOND YEAR OPTION FOR CAPITAL FUND MANAGEMENT CONSULTING SERVICES TO “LMTD, LLC.” (LUCIA DELOPOULOS).

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “LMTD, LLC. (*Lucia Delopoulos*)” and;

WHEREAS, “LMTD, LLC. (Lucia Delopoulos)” is hereby requesting to exercise the second- year option from August 1, 2025, through July 31, 2026, for Capital Fund Management Consulting Services.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Capital Fund Management Consultant Services to "LMTD, LLC. (Lucia Delopoulos)" at the rate of \$20,4000.00 per year (\$1,700.00 per month) for the period of September 1, 2025, through August 31, 2026.

RESOLUTION #: 2236 - 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 \$2,274.43 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 \$2,274.43 to update handicap accessories & fixtures in the high-rise apartments.

RESOLUTION #: 2237 - APPROVAL OF PAYMENT TO "GIAMPAOLO & ASSOCIATES"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Giampaola & Associates" and;

WHEREAS, "Giampaola & Associates" is hereby requesting payment in the amount of \$2,000.00 for the Independent Audit.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,000.00 to "Giampaola & Associates" for the Independent Audit.

RESOLUTON #: 2238 - APPROVAL OF PAYMENT TO "ON-BOARD ENGINEERING CORP"

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "On-Board Engineering Corp." and;

WHEREAS, "On-Board Engineering Corp." is hereby requesting payment in the amount of \$20,742.00 for new heating and hot water in the Heckman Terrace Annex.

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 \$20,742.00 for new heating and water in the Heckman Terrace Annex.

RESOLUTION #: 2239 - 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 \$7,960.51 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 \$7,960.51 to update handicap accessories & fixtures in the high-rise apartments.

RESOLUTION #: 2240 - APPROVAL OF PAYMENT TO “AMAZON”

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

WHEREAS, “Amazon” is hereby requesting payment in the amount of \$1,570.95 for Smart Board for the EnVision Center Classroom; 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 the Smart Board for the Envision Room through the Library Grant.

RESOLUTION #: 2241 - APPROVAL OF PAYMENT TO “AMAZON”

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

WHEREAS, “Amazon” is hereby requesting payment in the amount of \$184.96 for Wireless Mouse & Batteries for the Envision Center Classroom; 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 Wireless Mouse & Batteries for the Envision Room through the Library Grant.

RESOLUTION #: 2242 - APPROVAL OF PAYMENT TO “LOOKFIRST TECHNOLOGY, LLC”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “Lookfirst Technology, LLC.” and;

WHEREAS, “Lookfirst Technology, LLC.” is hereby requesting payment in the amount of \$1,265.00 for installation of laptop computers in the Envision Room.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$1,265.00 to “LookFirst Technology, LLC” for installation of laptop computers in the Envision Room through the Library Grant.

RESOLUTION #: 2243 - APPROVAL OF ON-CALL HVAC MAINTENANCE SERVICES PROPOSAL FROM “MECHANICAL PRESERVATION ASSOCIATES (MPA)” FOR ALL DEVELOPMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby has advertised for Proposals for HVAC Maintenance Services for all developments.

WHEREAS, the following proposal was received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$115.00	Mechanic \$172.50	Mechanic \$230.00	25%
Helper \$100.00	Helper \$150.00	Helper \$200.00	

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

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the HVAC Services to “MPA” at the standard rate of \$115.00 per hour for

mechanic, \$100.00 per hour for a mechanic's helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 2244 - APPROVAL OF ON-CALL BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FROM "MECHANICAL PRESERVATION ASSOCIATES (MPA)" FOR ALL DEVELOPMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg* hereby has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

WHEREAS, the following proposals were received:

<u>Standard Rate</u>		<u>Weekend/Overtime Rate</u>		<u>Holiday Rate</u>		<u>Parts Markup %</u>
MECHANICAL PRESERVATION ASSOCIATES						
Mechanic	\$115.00	Mechanic	\$172.50	Mechanic	\$230.00	25%
Helper	\$100.00	Helper	\$150.00	Helper	\$200.00	
MAGIC TOUCH CONSTRUCTION						
Mechanic	\$147.75	Mechanic	\$295.50	Mechanic	\$295.50	10%
Helper	\$120.00	Helper	\$240.00	Helper	\$240.00	
McCLOSKEY						
Mechanic	\$150.00	Mechanic	\$233.00	Mechanic	\$310.00	20%
Helper	\$116.00	Helper	\$174.00	Helper	\$232.00	
SEEC						
Mechanic	\$130.00	Mechanic	\$195.00	Mechanic	\$260.00	20%
Helper	\$100.00	Helper	\$150.00	Helper	\$200.00	

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

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Boiler & Heating Maintenance Services to "MPA" at the rate of \$115.00 per hour for mechanic, \$100.00 per hour for a mechanic's helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

RESOLUTION #: 2245 - APPROVAL TO AWARD ON-CALL ELECTRICAL SERVICES CONTRACT TO "MAGIC TOUCH CONSTRUCTION"

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Electrical Services; and

WHEREAS; the following proposals were received, and;

<u>Standard Rate</u>		<u>Weekend/Overtime Rate</u>		<u>Holiday Rate</u>		<u>Parts Mark-up %</u>
MAGIC TOUCH CONSTRUCTION						
Mechanic	\$140.00	Mechanic	\$210.00	Mechanic	\$280.00	15%
Helper	\$110.00	Helper	\$165.00	Helper	\$220.00	
320 ELECTRICAL						
Mechanic	\$95.00	Mechanic	\$142.50	Mechanic	\$190.00	10%
Helper	\$65.00	Helper	\$ 97.50	Helper	\$130.00	

WHEREAS, the proposals were reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Electrical Services to “*Magic Touch Construction*” while “320 Electrical Contractors” did not provide a responsive or responsible bid; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Electrical Services to “*Magic Touch Construction*” at the standard rate of \$140.00/Mechanic, \$110.00/Helper, the weekend/overtime rate of \$210.00/Mechanic, \$165.00/Helper, & the Holiday rate of \$280.00/Mechanic, \$220.00/Helper and 15% Parts Mark-up.

RESOLUTION #: 2246 - APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO “MAGIC TOUCH CONSTRUCTION”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Plumbing Services; and,

WHEREAS; the following proposal was received, and;

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday</u>	<u>Parts Mark-up%</u>
Plumber \$135.00	Plumber \$202.50	Plumber \$270.00	15%
Helper \$100.00	Helper \$150.00	Helper \$200.00	

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Plumbing Services to “*Magic Touch Construction*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to “*Magic Touch Construction*” at the standard rate of \$135.00/Plumber, \$100.00/Helper, the weekend/overtime rate of \$202.50/Plumber, \$150.00/Helper, & the Holiday rate of \$270.00/Plumber, \$200.00/Helper and 15% Parts Mark-up.

RESOLUTION #: 2247 - APPROVAL OF PAYMENT TO “GROUP LACASSE”

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

WHEREAS, “Group Lacasse” is hereby requesting payment in the amount of \$13,811.00 for furniture for the Envision Room.

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$13,811.00 to “Group Lacasse” for furniture for the Envision Room through the Library Grant.

RESOLUTION #: 2248 - APPROVAL OF PHILLIPSBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS TO SUBMIT THE FIVE YEAR AND ANNUAL PLANS 2025 – 2029 TO HUD

WHEREAS, The Housing Authority of the Town of Phillipsburg Commissioners desirous of submitting its 2025 – 2029 Five Year and Annual Plan to HUD for approval, and

WHEREAS, the Housing Authority of the Town of Phillipsburg are desirous of authorizing Thomas McGuire, the Executive Director, to execute the plans and its attachments on behalf of the Phillipsburg Authority and return same to the Department of HUD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Phillipsburg to hereby authorize the Executive Director, Thomas McGuire, to execute the 2025 – 2029 Five Year and Annual Plan and all its components.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT