Phillipsburg Housing Authority

AGENDA

NOVEMBER 12, 2026

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 TAPinto Phillipsburg and on the Phillipsburg Housing Authority Website.

4. **PUBLIC COMMENTS**

5. **APPROVAL OF THE MINUTES** OF THE REGULAR MEETING ON OCTOBER 26, 2026

6. **BILLS** –OCTOBER 2026

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 #: 2487- APPROVAL OF PAYMENT TO "*AEI CONSULTANTS*" FOR RADON SCREENING

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*AEI Consultants"* and;

WHEREAS, "*AEI Consultants"* is hereby requesting payment in the amount of **$39,000.00** for Radon Screening, 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 **$39,000.00** to "*AEI Consultants"* for Radon Screening from the Capital Account.

RESOLTUION #: 2488- APPROVAL OF PAYMENT TO "ARCHITECTURE WORK OFFICE" FOR DESIGN DEVELOPMENT

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Architecture Work Office.,* and;

WHEREAS, *"Architecture Work Office*" is hereby requesting payment in the amount of **$37,500.00** for Design Development., and;

NOW THEREFORE BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of **$37,500.00** to "*Architecture Work Office*" for Design Development from the Capital Account.

RESOLTUION #: 2489- APPROVAL OF PAYMENT TO "*CVR ASSOCIATES, INC.*" FOR RAD RELOCATION SERVICES

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

WHEREAS, "*CVR Associates, Inc."* is hereby requesting payment in the amount of **$245.00** for RAD Relocation Services, 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 **$245.00** to "*CVR Associates, Inc."* for RAD Relocation Services from the Capital Account.

RESOLUTION # 2490 - APPROVAL OF CHANGE ORDER FROM "AEI CONSULTANTS" FOR RADON TESTING IN THE HECKMAN TERRACE ANNEX

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with" *AEI Consultants"* and;

WHEREAS, *"AEI Consultants"* is hereby submitting Change Order in the amount of **$975.00** for Radon testing in the Heckman Terrace Annex for re-test due to higher than normal radon level and for a disturbed test packet 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 **$975.00** for Change Order to *"AEI Consultants"* for Radon Testing in the Heckman Terrace Annex for re-test due to higher than normal radon level and for a disturbed test.

RESOLUTION # 2491 - APPROVAL TO APPOINT "BUREAU VERITAS" FOR PROFESSIONAL ARCHITECT/ENGINEERING SERVICES FOR THE PREPARATION OF RAD RCPA REPORTS FOR THE SENIOR BUILDINGS

WHEREAS, *Housing Authority of the Town of Phillipsburg* advertised for Bids for Architect/Engineering Services for the preparation of RAD RPCA reports for the Senior Buildings, and;

WHEREAS, *Housing Authority* received the following two (2) Bids, and;

Bureau Veritas	$19,50000
AEI Consultants	$28,800.00

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

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Bid for Architectural/Engineering Services to "*Bureau Veritas"* in the amount of **$19,500.00** for the Senior Building.

RESOLUTION #2492- APPROVAL OF PAYMENT TO TIM BURGER FOR SICK TIME & VACATION TIME PAYMENT UPON HIS RETIREMENT FROM THE PHILLIPSBURG HOUSING AUTHORITY

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to approve payment to Tim Burger for sick and vacation time and;

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of $1,507.68 to Tim Burger for vacation time payout and $15,000.00 sick time payout upon his retirement from the Phillipsburg Housing Authority per the policy.

12. COMMISSIONER COMMENTS

13. EXECUTIVE SESSION (if needed)

14. ADJOURNMENT