

**MINUTES OF THE October 5, 2022
REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE TOWN OF PHILLIPSBURG**

A Meeting of the Housing Authority of the Town of Phillipsburg was held on October 5, 2022 at 6:30P.M. at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 6:30 PM by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Scerbo, Pierce, and Lewis. Also present were Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioners Vanwhy and Hay were absent.

Chairman Corcoran announced in accordance with the Open Public Meetings Act, notice of the meeting was delivered to the Express-Times, Municipal Clerk, posted in the Municipal Building, posted in the Housing Authority Lobby and on the website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

PUBLIC COMMENT

No members of the public were present.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 7, 2022. *Commissioner Pierce* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*. Commissioners Corcoran, Pierce, and Lewis voted in favor; Commissioners Shelly and Scerbo abstained. Minutes were not accepted and will be considered at the November 2022 meeting.

BILLS – September 2022

Commissioner Pierce moved to approve the bills for September 2022, which motion was seconded by *Commissioner Lewis*. Bills were unanimously approved.

COMMUNICATIONS

None.

ADMINISTRATIVE REPORT

Mr. McGuire reported that on September 29th, he, as well as Captain Swick, had a zoom meeting with Turnkey Technology to discuss their software and its capabilities with the Authority's existing technology infrastructure to ultimately allow the Town Police Department access to the Authority's surveillance for security. Turnkey Technology will be reviewing whether they are able to use the Authority's current cameras as well as software for license plate readers.

Mr. McGuire stated that Pax Mundus Enterprises, LLC was on site to paint units and that the Authority will be in a position to review their work product soon.

Mr. McGuire reported that the Authority received another quote for the fire suppression system, which will allow the system to be up and running by the end of next week, approximately 2 months sooner than quoted by the original vendor. This will save the Authority significant costs.

Mr. McGuire reminded the Commissioners that if they intend to attend the NJNAHRO conference, they should let him know.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in September there was 5 move-outs and 9 move-ins. The application list is presently open for seniors only with 4 on the waiting list.

Mr. McGuire reported that there are 21 unoccupied units, which is still an occupancy of more than 96%.

REPORT OF COMMITTEES

Finance/Bank Balances: Mr. McGuire provided a statement of the Authority's Investments. There were no questions.

Personnel:

Nothing to report.

NEW BUSINESS:

RESOLUTION #1978 – APPROVAL FOR CLARIFICATION OF OCCUPANCY OF HIGH-RISE UNITS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby acknowledges the clarification that the Andover-Kent Towers, Heckman House, and John F. O'Donnell Apartment Buildings (Amp II) are independent living facilities offering 206 rental units to those whose income meets standards set by the US Department of Housing and Urban Development (HUD) and are at least 62 years of age or older or 55 years of age and older and collecting Social Security Disability Benefits.

Commissioner Pierce moved to adopt Resolution #1978, which motion was seconded by *Commissioner Lewis*. This Resolution was approved by a vote of 4-0-1 with Commissioner Pierce abstaining.

RESOLUTION #1979 – APPROVAL OF PEST CONTROL, BED BUG, & BED BUG CANINE SERVICES TO CORBETT EXTERMINATING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Pest Control, Bed Bug, & Canine Services to Corbett Exterminating at the following rates:

Pest Control

\$165 per week	November 1, 2022 – October 31, 2023
\$170 per week	November 1, 2023 – October 31, 2025

Bed Bugs

<u>Area</u>	<u>11/1/2022 to 10/31/2023</u>	<u>11/1/2023 to 10/31/2024</u>
Office Areas	\$400	\$412
Community Building	\$500	\$515
Efficiency Unit	\$400	\$412
One Bedroom Unit	\$400	\$412
Two Bedroom Unit	\$450	\$464
Three Bedroom Unit	\$500	\$515
Four Bedroom Unit	\$550	\$567

Bed Bug Canine

November 1, 2022 to October 31, 2023	\$23,120.00 to complete every unit
November 1, 2023 to October 31, 2024	\$23,814.00 to complete every unit

Commissioner Shelly moved to adopt Resolution #1979, which motion was seconded by *Commissioner Pierce*. All were in favor.

RESOLUTION # 1980 – APPROVAL OF ELEVATOR MAINTENANCE SERVICES TO CURRENT ELEVATOR

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for Elevator Maintenance Services to Current Elevator at the rates listed below:

Monthly Maintenance Fees

Heckman House	\$500.00
John F. O'Donnell	\$600.00
Andover-Kent Towers	\$275.00

Hourly rates for repairs outside the maintenance contract	\$265.00
Overtime rate for repairs outside the maintenance contract	\$397.00
Parts Markup	10%

Commissioner Pierce moved to adopt Resolution #1980, which motion was seconded by *Commissioner Scerbo*. All were in favor.

RESOLUTION # 1981 – APPROVAL OF PAYMENT TO NAN MCKAY

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 \$332.71 to Nan McKay for the Housekeeping basics Video.

Commissioner Shelly moved to adopt Resolution #1981, which motion was seconded by *Commissioner Lewis*. This Resolution was approved by a vote of 4-0-1 with Commissioner Pierce abstaining.

RESOLUTION # 1982 – APPROVAL OF PAYMENT TO NJ ADVANCE MEDIA

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes payment in the amount of \$204.85 to NJ Advance Media for the Architectural/Engineering RFP Advertisement.

Commissioner Pierce moved to adopt Resolution #1982, which motion was seconded by *Commissioner Scerbo*. All were in favor.

RESOLUTION # 1983 – APPROVAL TO AMEND SALARY GRADE AND STEPS FOR POSITIONS MAINTENANCE LABORER I AND MAINTENANCE TECHNICIAN I AND II

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director to adopt the amended salary grade and steps for positions Maintenance Laborer I and Maintenance Technician I and II.

Commissioner Pierce moved to adopt Resolution #1983, which motion was seconded by *Commissioner Lewis*. This Resolution was approved by a vote of 4-0-1 with Commissioner Pierce abstaining.

COMMISSIONER COMMENT

Commissioner Pierce commented on the proposed supermarket and benefits to the residents.

Commissioner Pierce asked if there was an update on the bus stop. Mr. McGuire responded that the Authority cleaned up the graffiti and replaced the glass. Commissioner Pierce commented that if there are upgrades to the bus stop, upgrades should allow for the sale of advertisements.

Commissioner Scerbo commented on the necessity of needing crosswalks or electronic cross walk signs for crossing Roseberry Street. All commissioners were in agreement. Mr. McGuire advised he would reach out to the Town.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Pierce moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Scerbo. Meeting adjourned at 7:07P.M.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman