

**MINUTES OF THE FEBRUARY 1, 2023  
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 February 1, 2023 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, VanWhy, Hay, and Lewis. Also present were Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioners Scerbo and Pierce 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 Housing Authority website. Chairman Corcoran directed said announcement to be entered in the minutes of the meeting.

**PUBLIC COMMENT**

The following members of the public were present: Helen Williams, Theresa Smith, and Ann Marie Cortezo. Public comments were made that non-residents are living in the apartments who do not have leases. There were also comments that non-residents are using the washing machines. Mr. McGuire advised that these are difficult issues to address, especially since the most a court will do is issue cease and desist letters. Mr. McGuire also advised that the Authority is looking into have access cards for the laundry room, however, this does not prevent residents from giving the access cards to family and friends.

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON DECEMBER 7, 2022.** *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner VanWhy*. All were in favor.

**BILLS** – December 2022 and January 2023

*Commissioner Hay* moved to approve the bills for December 2022 and January 2023, which motion was seconded by *Commissioner Lewis*. Bills were unanimously approved.

**COMMUNICATIONS**

The Authority received no communications.

**ADMINISTRATIVE REPORT**

Mr. McGuire reported that conversations with Provident Bank regarding RAD financing has stalled. Provident Bank was only offering an adjustable rate with no cap. The Authority issued an RFP to obtaining financing from another bank.

Mr. McGuire reported that the exterminator, Corbett, is doing a good job and the Authority is happy with their services. Mr. McGuire anticipates soliciting proposals to increase the number occurrences the exterminator is onsite.

### **REPORT OF THE SECRETARY TREASURER**

Mr. McGuire reported that in December 2022, there were 4 move-outs and 9 move-ins. In January 2023, there was 1 move-out and 5 move-ins. The application list is presently open for seniors only with 19 on the waiting list in January.

Mr. McGuire reported that there are 19 unoccupied units.

### **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 #2006 – APPROVAL OF PAYMENT TO PAUL FORD FOR SICK TIME & VACATION TIME PAYMENT UPON HIS RETIREMENT FROM THE PHILLIPSBURG HOUSING AUTHORITY**

**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 \$106.82 to Paul Ford for vacation time payout and \$4,829.58 for sick time payout upon his retirement from the Phillipsburg Housing Authority per the policy.

*Commissioner Hay* moved to adopt Resolution #2006, which motion was seconded by *Commissioner VanWhy*. This Resolution was unanimously approved.

#### **RESOLUTION #2007 – FINAL 2018 CAPITAL FUND PROGRAM (CFP) HUD-50075.1 ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the final 2018 Capital Fund Program (CFP) and approve HUD-50075.1 Annual Statement/Performance and Evaluation Report to be submitted to Close-Out the 2018 CFP.

*Commissioner Hay* moved to adopt Resolution #2007, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

#### **RESOLUTION # 2008 – APPROVAL OF PROPOSAL FOR WEBSITE REDESIGN TO FUERZA STRATEGY GROUP**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Website Redesign contract to Fuerza Strategy Group in the amount of \$14,000.00.

*Commissioner Shelly* moved to adopt Resolution #2008, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

**RESOLUTION # 2009 – APPROVAL OF PAYMENT TO MARK J. ZGODA, A/A PA**

**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 \$1,060.00 to Mark J. Zgoda, A.A, P.A. for Architectural and Engineering Services for the Heckman Terrace.

*Commissioner Shelly* moved to adopt Resolution #2009, which motion was seconded by *Commissioner Hay*. This Resolution was approved with a vote of 4-0-1, with Chairman Corcoran abstaining.

**RESOLUTION # 2010 – APPROVAL OF PAYMENT TO TOM BARTHA & SON EXCAVATING**

**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 \$141,471.15 to Tom Bartha & Son Excavating for Concrete Slabs and Stairs.

*Commissioner Hay* moved to adopt Resolution #2010, which motion was seconded by *Commissioner VanWhy*. This Resolution was unanimously approved.

**RESOLUTION # 2011 – APPROVAL OF CHANGES TO EMPLOYEE HANDBOOK – SECTION XXXXIV CONFLICT OF INTEREST**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the amendment to Section XXXXIV – Conflict of Interest to the Employee Handbook effective February 1, 2023.

*Commissioner Lewis* moved to adopt Resolution #2011, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

**RESOLUTION # 2012 – APPROVAL OF ARCHITECT/ENGINEER SERVICES PROPOSAL FROM ON BOARD ENGINEERING FOR THE HECKMAN TERRACE ANNEX HEAT & HOT WATER PROJECT**

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for the Heckman Terrace Annex Heat & Hot Water Project to On Board Engineering in an amount not to exceed \$212,500.00.

*Commissioner Lewis* moved to adopt Resolution #2012, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

**COMMISSIONER COMMENT**

Commissioner Lewis stated that on December 16<sup>th</sup> he had the opportunity to walk the housing units with Mr. McGuire. He stated that he encourages all Commissioners to do the same as the experience was eye opening. Due to the condition of many of the units, Commissioner Lewis commends the staff for working in this units on a daily basis. Commissioner Lewis stated that the commissioners should not be arguing about pay raises to staff, especially considering the working conditions. Mr. McGuire reported that the Authority has been able to hire a full maintenance staff.

Commissioner VanWhy stated that she commends the maintenance staff and they are all friendly.

Commissioner Hay reported that there was an incident and the maintenance staff was responsive and helpful.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

There being no further business to come before this Authority, Commissioner Hay moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Lewis. Meeting adjourned at approximately 7:30 P.M.

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**THOMAS F. McGUIRE**

Executive Director/Secretary-Treasurer

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**T. KENT CORCORAN**

Chairman