

**MINUTES OF THE MARCH 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 March 1, 2023 at 7:00 P.M. at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 7:00 P.M. by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, VanWhy, Hay, Scerbo and Lewis. Commissioner Shelly arrived at 7:04 P.M. Also present were Executive Director Tom McGuire, General Counsel, Katharine Fina, Esq., the Authority's Accountant William Katchen, CPA, and the Authority's Auditor, Tony Giampaolo. Commissioner Pierce was 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

None.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 1, 2023. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*. The minutes were accepted by a vote of 4-0-1 with Commissioner Scerbo abstaining.

Commissioner Scerbo stated that he reviewed the minutes of the February 1, 2023 meeting and the comments made by Commissioner Lewis. He stated that he looks for the Board to have healthy debates. If there are issues, he hopes other Commissioners will talk to him and not make comments when he is absent. He hopes the Board will have a more positive attitude.

BILLS – February 2023

Commissioner Hay moved to approve the bills for February 2023, which motion was seconded by *Commissioner VanWhy*. Bills were approved by a vote of 4-0-1 with Commissioner Scerbo abstaining.

COMMUNICATIONS

Mr. McGuire stated that the Authority received two letters from a resident, Debra Medina, showing her appreciation for two front office staff members, Jolene and Becky, for their help and assistance. Mr. McGuire advised that it's nice to receive positive feedback from the residents and both employees were acknowledged and thanked.

ADMINISTRATIVE REPORT

Mr. McGuire reported that on February 22nd they had bid opening for RAD financing. The Authority received 5 proposals. The evaluation committee is reviewing the proposals.

Mr. McGuire reported that the Authority is replacing the fire pump control panel in Andover-Kent. This will be completed next week, Monday through Friday.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in February 2023, there was 1 move-out and 8 move-ins. The application list is presently open for seniors and, on February 15th, opened for 3 and 4 bedroom units. There are 52 on the waiting list for senior units. There are 190 on the waiting list for the 3 and 4 bedroom units.

Mr. McGuire reported that there are 13 unoccupied units, which is an occupancy of almost 98%.

REPORT OF COMMITTEES

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

Personnel:

Nothing to report.

Audit:

The Board received a presentation by the Authority's Auditor, Tony Giampaolo, who reported that the Authority received a clean audit. The Authority had an increase in cash holdings of \$1.9 million and an increase in equity of 2.15.

Commissioner Shelly asked whether there were any findings. Mr. Giampaolo reported that there were no findings. Mr. Giampaolo did state that they did make a recommendation to the Authority to update their Conflict of Interest Policy to align with HUD-approved language.

Commissioner Scerbo asked whether it is a conflict of interest for a Commissioner to have business dealings with an employee. Mr. Giampaolo and Mr. Katchen reported that it is not impermissible if the transaction is at arm's length and disclosed.

Budget:

Mr. Katchen stated that there are two budgets: one in the HUD format, which shows a surplus of \$564,349.00; the second in the State format, which includes the capital budget. Mr. Katchen reported that once the Authority converts to RAD, a new capital budget will be completed. Mr. Katchen referred the Board to page F-8, which shows that the Authority has a \$21 million surplus. Mr. Katchen recommended to the Board to introduce the budget.

Commissioner Shelly asked whether there was any concern that HUD would recapture any of the surplus. Mr. Katchen stated that he has not heard anything, but that is always a possibility.

NEW BUSINESS:**RESOLUTION #2013 – APPROVAL OF JULY 1, 2021 – JUNE 30, 2022 AUDIT AND SUBMITTAL TO HUD FOR APPROVAL**

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2022 and, specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Commissioner Scerbo moved to adopt Resolution #2013, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #2014 – INTRODUCTION OF THE 2023 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, at an open public meeting held on March 1, 2023, the Annual Budget including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7.1.2023 and ending 6/30/2024 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority’s outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on May 3, 2023.

Commissioner Shelly moved to adopt Resolution #2014, which motion was seconded by *Commissioner Van Why*. This Resolution was unanimously approved.

RESOLUTION # 2015 – APPROVAL OF WRITE-OFFS FOR MARCH 2023 FOR AMP I

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$20,229.52 for the following:

Amp 1	<u>Total Amounts</u>
Rent Losses	\$14,353.91
Vacate Charges	\$ 4,270.27
Other monies owed	\$ 1,605.34
TOTAL WRITE-OFFS AMP I	\$20,229.52

Commissioner Hay moved to adopt Resolution #2015, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2016 – APPROVAL OF WRITE-OFFS FOR MARCH 2023 FOR AMP II

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling \$3,206.70 for the following:

Amp II	<u>Total Amounts</u>
Rent Losses	\$2,133.42
Vacate Charges	\$ 923.28
Other monies owed	\$ 150.00
TOTAL WRITE-OFFS AMP I	\$3,206.70

Commissioner Shelly moved to adopt Resolution #2016, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2017 – APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO MAGIC TOUCH CONSTRUCTION

NOW THEREFORE BE IT RESOLVED, *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 \$128.50/Plumber and \$108.50/Helper; the weekend/overtime rate of \$192.75/Plumber and \$162.75/Helper; and the holiday rate of \$257.00/Plumber and \$217.00/Helper.

Commissioner Shelly moved to adopt Resolution #2017, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2018 – APPROVAL TO PURCHASE NATURAL GAS FROM ENERGO ENERGY (MARATHON)

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for the purchase of Natural Gas to Energo Energy (Marathon) at the fixed term rate of 0.6650 per therm from 5/1/2023 to 11/01/2024.

Commissioner Hay moved to adopt Resolution #2018, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2019 – APPROVAL OF PURCHASE ELECTRICITY FROM AGGRESSIVE ENERGY

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for the purchase of Electricity to Aggressive Energy at a fixed rate of 0.09570 per kwh from 5/1/2023 to 11/01/2024.

Commissioner Scerbo moved to adopt Resolution #2019, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2020 – APPROVAL TO AWARD ON-CALL ELECTRICAL SERVICES CONTRACT TO MAGIC TOUCH CONSTRUCTION

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for On-Call Electrical Services to Magic Touch Construction at the standard rate of \$133.50/Mechanic and \$103.00/Helper; the weekend/overtime rate of \$200.25 and \$154.50/Helper; and the holiday rate of \$267.00/Plumber and \$206.00/Helper.

Commissioner Shelly moved to adopt Resolution #2020, which motion was seconded by *Commissioner VanWhy*. This Resolution was unanimously approved.

RESOLUTION # 2021 – APPROVAL TO AWARD GROUNDS MAINTENANCE SERVICES CONTRACT TO PAT’S LAWN CARE

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for Grounds Maintenance Services to Pat’s Lawn Care at the following rates:

Mowing, trimming and blowing (per cut)	\$600
Shrub trimming (twice per year)	\$1,200
Weeding (Monthly)	\$--
Weed spraying (Twice per year)	\$500
Mulch (Spring)	\$2,000
Planting Annuals	Spring – Vinca: \$12 For 250 to 300 plants Fall – Mums: \$13 For 200 plants
Spring Cleanup	\$1,800
Fall Cleanup	\$2,800

Commissioner Shelly moved to adopt Resolution #2021, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2022 – APPROVAL OF ON-CALL HVAC MAINTENANCE SERVICES PROPOSAL FROM MECHANICAL PRESERVATION ASSOCIATES (MPA) FOR ALL DEVELOPMENT

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for HVAC Services to MPA at the following hourly rates:

Standard Hourly Rate - Mechanic	\$105.00
Standard Hourly Rate - Helper	\$ 95.00
Weekend Hourly Rate – Mechanic	\$157.50
Weekend Hourly Rate – Helper	\$142.50
Holiday Hourly Rate – Mechanic	\$210.00
Holiday Hourly Rate – Helper	\$190.00
Overtime Hourly Rate – Mechanic	\$157.50
Overtime Hourly Rate – Helper	\$142.50
Standard Parts Markup	25%

Commissioner Scerbo moved to adopt Resolution #2022, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2023 – APPROVAL OF BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FOR MECHANICAL PRESERVATION ASSOCIATES (MPA) FOR ALL DEVELOPMENTS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the contract for Boiler & Heating Maintenance Services to MPA at the following hourly rates:

Standard Hourly Rate - Mechanical	\$105.00
Standard Hourly Rate – Helper	\$95.00
Weekend Hourly Rate – Mechanic	\$157.50
Weekend Hourly Rate – Helper	\$142.50
Holiday Hourly Rate – Mechanic	\$210.00
Holiday Hourly Rate – Helper	\$190.00
Overtime Hourly Rate – Mechanic	\$157.50
Overtime Hourly Rate – Helper	\$142.50
Standard Parts Markup	25%

Commissioner Hay moved to adopt Resolution #2023, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2024 – APPROVAL AUTHORIZING THE DISPOSAL OF SIX (6) PHA VEHICLES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes the sale of the 2022 Chevrolet Silverado 2500 Pick-up with salt box (VIN #1CGHK24U72E168083) for \$4,200.00; the 1998 Ford Ranger (VIN # 1FTYR10C3WTA31100) for \$1,375.00; the 2009 Ford F550 Stake Body with Plow (VIN #1FDAF57R49EA00230) for \$8,700.00; the 2004 Ford Econoline Van (VIN # 1FTRE14W94HB37474) for \$3,125.00; the 2007 Ford Focus (VIN # 1FAFP34NO7W350657) for \$4,500.00; and the 2004 Dodge Stratus (VIN # 1B3EL36T14N29132) for \$2,150.00, with the net proceeds of the auction to be forwarded to the Housing Authority of the Town of Phillipsburg.

Commissioner Shelly moved to adopt Resolution #2024, which motion was seconded by *Commissioner VanWhy*. This Resolution was unanimously approved.

RESOLUTION # 2025 – APPROVAL OF ACC AMENDMENT TO ITS CAPITAL FUND PROGRAM IN THE AMOUNT OF \$2,123,532.00

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby authorizes the Executive Director, Thomas McGuire, to execute the 2023 ACC Amendment to the Capital Fund Program.

Commissioner Shelly moved to adopt Resolution #2025, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2026 – 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 \$720.00 to Mark J. Zgoda for Architectural and Engineering Services for the Heckman Terrace.

Commissioner Hay moved to adopt Resolution #2026, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2027 – APPROVAL OF PAYMENT TO O&S ASSOCIATES, INC.

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 \$1,000 to O&S Associates, Inc. for services rendered for the John F. O'Donnell Elevator.

Commissioner Shelly moved to adopt Resolution #2027, which motion was seconded by *Commissioner VanWhy*. This Resolution was unanimously approved.

RESOLUTION # 2028 – APPROVAL OF THE PURCHASE OF A VEHICLE THROUGH THE STATE CONTRACT

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 \$62,244.50 for the purchase of the F450 Dump Truck.

Commissioner Hay moved to adopt Resolution #2027, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

COMMISSIONER COMMENT

Commissioner Hay commented on the budget, stating that the surplus represents how financial prudent the Authority is run, but that he is concerned as to the recapture. Mr. McGuire responded that once the conversion to RAD occurs, the surplus can be converted to capital funds and used for capital projects.

Commissioner Scerbo stated that he is concerned that there are Commissioners on the Board who have a conflict of interest; he has been concerned for a while.

There was discussion regarding having a special meeting for RAD. This meeting was scheduled for Tuesday, March 14th at 6:30 P.M.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Scerbo moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Hay. Meeting adjourned at approximately 7:56 P.M.

THOMAS F. McGUIRE

Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman