

**MINUTES OF THE APRIL 6, 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 April 6, 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, Van Why, Hay, and Lewis. Also present were Acting Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq. Commissioners Pierce and Scerbo 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 Office 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 EXECUTIVE MEETING OF MARCH 2, 2022.
Commissioner Hay moved to approve the amended minutes, which motion was seconded by *Commissioner Van Why*. The minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF MARCH 2, 2022.
Commissioner Hay moved to approve the amended minutes, which motion was seconded by *Commissioner Shelly*. The minutes were unanimously accepted.

BILLS – March 2022

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

COMMUNICATIONS

Mr. McGuire advised that the Authority received a facilities request from NORWESCAP for the Summer Food Service Program. The request was for the community room from June 20, 2022 to August 19, 2022 to provide lunches between the hours of 11:00AM and 1:00PM.

ADMINISTRATIVE REPORT

Mr. McGuire reported that the auditors completed their audit and the Authority has no findings. Mr. McGuire will provide the Board with the report before the May Board meeting.

Mr. McGuire congratulated Wendy Bickleman on celebrating 20 years with the Authority. The Board members offered their congratulations and appreciation to Ms. Bickleman.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in March there were 2 move-outs; 8 move-ins; and zero applicants as the list remains closed. Mr. McGuire reported that there are 12 vacant units.

REPORT OF COMMITTEES

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

Executive Director Hiring Committee: Chairman Corcoran advised that the Committee interviewed two candidates. The Committee anticipated interviewing a third candidate, but the candidate withdrew the morning of the interview as he accepted another position. Chairman Corcoran advised that he would like to schedule a special meeting to interview the two candidates. After discussion, it was decided that the Board would have a Special Meeting on Monday, April 18, 2022 at 6:30PM. Chairman Corcoran advised that he would be providing the entire Board with the resumes of all applicants.

Personnel: Chairman Corcoran advised that Commissioner Shelly is now the Chair of the Personnel Committee and he requested that Commissioner Shelly schedule a meeting so the Committee may complete its review of the revised Employee Handbook. Commissioner Shelly agreed.

NEW BUSINESS:

RESOLUTION #1930 – APPROVAL OF ELECTRICAL SERVICES TO MAGIC TOUCH CONSTRUCTION

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the electrical services contract to Magic Touch Construction at the following rates:

| | |
|-----------------------|--|
| Standard: | \$102.40/hour (Mechanic) \$71.25/hour (Helper) |
| Weekend/ Overtime: | \$153.60/hour (Mechanic) \$106.88/hour (Helper) |
| Holiday: | \$240.80/hour (Mechanic) \$142.50/hour (Helper) |

Commissioner Hay moved to adopt Resolution #1930, which motion was seconded by **Commissioner Shelly**. All were in favor.

RESOLUTION #1931 – APPROVAL FOR THE EMERGENCY RENTAL OF A TEMPORARY BOILER PLANT FOR THE HECKMAN TERRACE ANNEX

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes the rental of a temporary boiler plant for the Heckman Terrace Annex.

Commissioner Shelly moved to adopt Resolution #1931, which motion was seconded by *Commissioner Van Why*. All were in favor.

RESOLUTION # 1932 – APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO REJECT BID & REBID FOR BOILER & HEATING SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby rejects the proposal for Boiler & Heating Services and approves the rebid.

Commissioner Hay moved to adopt Resolution #1932, which motion was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION #1933 – APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO REJECT BID & REBID FOR HVAC SERVICES

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby rejects the proposal for HVAC Services and approves the rebid.

Commissioner Hay moved to adopt Resolution #1933, which motion was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION #1934 – APPROVAL OF PHILLIPSBURG HOUSING AUTHORITY BOARD OF COMMISSIONERS TO SUBMIT THE FIVE YEAR AND ANNUAL PLANS 2022-2026 TO HUD

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby authorizes the Acting Executive Director Thomas McGuire to execute the 2022-2026 Five Year and Annual Plan and all its components.

Commissioner Hay moved to adopt Resolution #1934, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1935 – REVISION OF THE 2021-2025 FIVE YEAR PLAN

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approve Budget Revision #1 to the 2021-2025 Five Year Capital Fund Program.

Commissioner Hay moved to adopt Resolution #1935, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1936 – APPROVAL OF BOILER & HEATING SERVICES TO MCCLOSKEY MECHANICAL

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the Boiler & Heating Services Contract to McCloskey Mechanical at the following rates:

| | |
|-----------------------|--|
| Standard: | \$90.00/hour (Mechanic) \$64.00/hour (Helper) |
| Weekend/ Overtime: | \$133.00/hour (Mechanic) \$94.00/hour (Helper) |
| Holiday: | \$178.00/hour (Mechanic) \$125.00/hour (Helper) |

Commissioner Hay moved to adopt Resolution #1936, which motion was seconded by *Commissioner Shelly*. All were in favor.

RESOLUTION #1937 – APPROVAL OF HVAC SERVICES TO MCCLOSKEY MECHANICAL

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby awards the Boiler & Heating Services Contract to McCloskey Mechanical at the following rates:

| | |
|-----------------------|--|
| Standard: | \$88.00/hour (Mechanic) \$62.00/hour (Helper) |
| Weekend/ Overtime: | \$131.00/hour (Mechanic) \$92.00/hour (Helper) |
| Holiday: | \$176.00/hour (Mechanic) \$123.00/hour (Helper) |

Commissioner Hay moved to adopt Resolution #1937, which motion was seconded by *Commissioner Van Why*. All were in favor.

RESOLUTION #1938 – APPROVAL OF PAYMENT TO O&S ASSOCIATES, INC.

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 \$10,000.00 to O&S Associates, Inc. for services rendered for the John F. O'Donnell Elevator.

Commissioner Hay moved to adopt Resolution #1938, which motion was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION #1939 – APPROVAL OF PAYMENT TO W2A DESIGN GROUP

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount of \$5,900.00 to W2A Design Group for services rendered for the Heckman Terrace Annex Feasibility Study.

Commissioner Hay moved to adopt Resolution #1939, which motion was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION #1940 – APPROVAL OF PAYMENT TO HD SUPPLY

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes payment in the amount of \$781.20 to HD Supply for tools for new maintenance staff employees.

Commissioner Shelly moved to adopt Resolution #1940, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION #1941 – APPROVAL OF PAYMENT TO CLAMPETT INDUSTRIES, LLC D/B/A EMG

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 \$2,435.00 to Clampett Industries, LLC d/b/a EMG for Bureau Veritas – RAD Capital Needs Assessment.

Commissioner Hay moved to adopt Resolution #1941, which motion was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION #1942 – APPROVAL TO TRANSFER PHILLIPSBURG HOUSING AUTHORITY PAYROLL ACCOUNT FROM PNC BANK TO PROVIDENT BANK FOR BANKING SERVICES

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby accorded for transfer the following bank account from PNC Bank to Provident Bank:

Name of Bank: PNC Bank

Account to transfer: Payroll Account

BE IT FURTHER RESOLVED by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby authorizes Mr. Thomas F. McGuire, Acting Executive Director to sign and submit to Provident Bank all such application forms, documents and papers in writing as may be required in connection with this resolution; and authorizes Mr. Thomas F. McGuire, Acting Executive Director to sign the certified true copy of the above resolution to be forwarded to Provident Bank as and when is necessary; and authorizes and approves the transfer of the Phillipsburg Housing Authority Payroll Account from PNC Bank to Provident Bank.

Commissioner Hay moved to adopt Resolution #1942, which motion was seconded by *Commissioner Shelly*. All were in favor.

COMMISSIONER COMMENT

None.

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 7:07P.M.

THOMAS F. McGUIRE

Acting Executive Director/Secretary-Treasurer

T. KENT CORCORAN

Chairman