

**MINUTES OF THE JUNE 7, 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 June 7, 2023 at 6:30 P.M. at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

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

No members of the public were present.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON MAY 3, 2023. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Scerbo*. The minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION MEETING ON MAY 3, 2023. *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. The minutes were unanimously accepted.

BILLS – May 2023

Commissioner Lewis moved to approve the bills for May 2023, which motion was seconded by *Commissioner Scerbo*. Bills were unanimously approved.

COMMUNICATIONS

Mr. McGuire reported that there were no communications.

ADMINISTRATIVE REPORT

Mr. McGuire reported that on June 30th, the Authority would have its annual picnic for the residents from 12:00PM to 3:00PM. All residents are invited, as well as the Board of Commissioners.

Mr. McGuire reported that on June 5th, the elevator project started.

Mr. McGuire reported that on May 30th, the Authority had a meeting with Turnkey Technology during which they walked the High Rises and family units to assess the best locations for cameras.

Based upon the walk-through, Turnkey Technology will submit a proposal for cameras. Turnkey Technology will also be back regarding the location of the license plate readers.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in May 2023, there was 9 move-outs and 6 move-ins. The application list is presently open for seniors only. There are 24 on the waiting list for senior units. Mr. McGuire reported that there are 13 unoccupied units, just shy of an occupancy rate of 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.

NEW BUSINESS:

RESOLUTION #2044 – APPROVAL OF FLAT RENT SIGNIFICANT AMENDMENT

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby places a cap on any increase in a family's rental payment that exceeds 35% and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
 - The lower of the product of the calculation and the updated flat rental amount; and
 - The income-based rent.

Commissioner Shelly moved to adopt Resolution #2044, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2045 – APPROVAL TO CONTINUE SUBSIDY OF POOL PASSES FOR THE 2023 POOL SEASON

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to continue the subsidy for the pool passes for the 2023 season at the following subsidies for tenants who do not have any lease violations:

Individual	\$90.00
Senior	\$90.00
Family	\$230.00
Family with 6+	\$65.00 for each additional person
Veteran	\$90.00
Veteran Family	\$204.00

Commissioner Hay moved to adopt Resolution #2045, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2046 – APPROVAL TO UPDATE AND REVISE THE EMPLOYEE HANDBOOK AS PER THE JOINT INSURANCE FUND (JIF) RECOMMENDATIONS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby accepts the recommendation of the Executive Director to update and revise the Employee Handbook as per the recommendations from the Joint Insurance Fund (JIF).

Commissioner Lewis moved to adopt Resolution #2046, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2047 – APPROVAL TO OFFER SECOND YEAR OPTION FOR FEE ACCOUNTING SERVICE TO WILLIAM KATCHEN, CPA

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year option for Fee Accounting Services to William Katchen, CPA at the annual rate of \$42,000.00 payable at the rate of \$3,500 per month for the period of July 1, 2023 to June 30, 2024.

Commissioner Lewis moved to adopt Resolution #2047, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2048 – APPROVAL OF WRITE-OFFS FOR JUNE 2023 FOR AMP I

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves AMP I total collection losses of \$83,649.84.

Commissioner Scerbo moved to adopt Resolution #2048, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2049 - APPROVAL OF WRITE-OFFS FOR JUNE 2023 FOR AMP II

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves AMP II total collection losses of \$1,746.74.

Commissioner Hay moved to adopt Resolution #2049, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2050 – APPROVAL TO OFFER SECOND YEAR OPTION FOR COMPUTER/NETWORK SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO LOOKFIRST TECHNOLOGY, LLC

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second-year contract option for IT services at the following rates:

Standard Hourly Rate	\$115.00
After Hours and Emergency Support Remote Hourly Labor Rates	\$195.00
After Hours and Emergency Support On-site Hourly Labor Rates	\$225.00
Supplies Markup	15%

Commissioner Lewis moved to adopt Resolution #2050, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2051 – APPROVAL OF PAYMENT TO O&S ASSOCIATES FOR ELEVATOR REPAIRS AT THE JOHN F. O'DONNELL APARTMENT BUILDING

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 \$2,000 to O&S Associates for Elevator Repairs at the John F’ O’Donnell Apartment Building.

Commissioner Shelly moved to adopt Resolution #2051, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION # 2052 – APPROVAL OF PAYMENT TO GROUPE LACASSE FOR FRONT OFFICE DESKS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, hereby approves and authorizes payment in the amount of \$7,404.15 to Groupe Lacasse for Front Office Desks.

Commissioner Scerbo moved to adopt Resolution #2052, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2053 – APPROVAL OF PAYMENT TO DEALESSI ENTERPRISES, INC d/b/a/ FUERZA STRATEGY GROUP FOR PHA WEBSITE REDESIGN

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 \$1,463.00 to DeAlessi Enterprises, Inc. d/b/a Puerza Strategy Group for PHA Website Redesign.

Commissioner Lewis moved to adopt Resolution #2053, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2054 – APPROVAL OF PAYMENT TO O&S ASSOCIATES FOR FACADE REPAIR

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 \$5,750.00 to O&S Associates for Façade Repair.

Commissioner Shelly moved to adopt Resolution #2054, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION # 2055 – APPROVAL OF PAYMENT TO ON-BOARD ENGINEERING CORP FOR NEW HEATING & HOT WATER FOR THE HECKMAN TERRACE ANNEX

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 \$66,750.00 to On-Board Engineering Group for New Heating & Hot Water for the Heckman Terrace Annex at the John F. O’Donnell Apartment Building.

Commissioner Hay moved to adopt Resolution #2055, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION # 2056 – APPROVAL OF PAYMENT TO SOUTH SHORE CONSTRUCTION, LLC FOR FACADE REPAIR

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 \$6,425.00 to South Shore Construction, LLC for façade repair.

Commissioner Hay moved to adopt Resolution #2056, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION # 2057 – APPROVAL TO REJECT ALL PROPOSALS RECEIVED FOR POWER WASHING SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, hereby rejects the above proposals for power washing services due to one non-responsive bid and two over budget bids.

Commissioner Hay moved to adopt Resolution #2057, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

EXECUTIVE SESSION

Commissioner Scerbo made a motion to enter into Executive Session, which was seconded by *Commissioner Hay*. All were in favor.

Commissioner Hay made a motion to re-enter Regular Session, which was seconded by *Commissioner Lewis*. All were in favor.

RESOLUTION # 2058 – APPROVAL OF THE CONTRACT BETWEEN THE PHILLIPSBURG HOUSING AUTHORITY AND THE EXECUTIVE DIRECTOR, THOMAS F. MCGUIRE

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, hereby approves the Contract between the Housing Authority of the Town of Phillipsburg and Thomas F. McGuire as annexed hereto as Exhibit A and authorizes the Chairman to execute said Contract on behalf of the Housing Authority of the Town of Phillipsburg.

Commissioner Hay moved to adopt Resolution #2058, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

COMMISSIONER COMMENT

Commissioner Hay asked about the process for residents submitting complaints of non-residents living in Authority units. McGuire stated that the hardest part is identifying and proving whether an individual, non-resident is, in fact, living in an Authority unit. Once the Authority confirms that an individual is living in a unit, but not on the lease, the Authority will send a letter to the lessee of the apartment in which the individual is staying. If the issue continues, the Authority will send a cease and desist to the lessee. If the issue still continues, the Authority will issue an eviction notice and evict the lessee.

Commissioner Shelly thanked Mr. McGuire for the June 4th email report. Commissioner Shelly stated he appreciated the update.

Commissioner Scerbo stated that although he understands the issues with costs, his main concern is the family of the residents. He asked Mr. McGuire to look into the cost of a security guard at the Senior High Rises. Mr. McGuire stated that he would.

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 Scerbo. Meeting adjourned at approximately 7:19 P.M.

THOMAS F. McGUIRE

Executive Director/Secretary-Treasurer

T. KENT CORCORAN