

**MINUTES OF THE AUGUST 4, 2020
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 August 3, 2022, 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 6:55 PM by Chairman Corcoran and upon roll call the following members were present: Commissioners Corcoran, Shelly, Vanwhy, Scerbo, Pierce, Lewis, and Hay. Also present were Executive Director Tom McGuire and Eric D. Lee, Esq., appearing on behalf of General Counsel, Katharine Fina, Esq., who 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 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 REGULAR MEETING OF JUNE 1, 2022.

Commissioner Shelly moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. The minutes were unanimously accepted.

BILLS—JUNE AND JULY 2022

Commissioner Pierce moved to approve the bills for June and July 2022, which motion was seconded by *Commissioner Hay*. Bills were unanimously accepted.

COMMUNICATIONS

Mr. McGuire reported a citizen observed a hand-to-hand drug transaction in the parking lot of the Heckman House during the daytime. Mr. McGuire stated it is unknown when this alleged incident occurred. Mr. McGuire stated he will contact the Phillipsburg Police department. Lastly, Mr. McGuire reported a follow-up inquiry will be made to discern a time and date reference regarding this alleged incident.

ADMINISTRATIVE REPORT

Mr. McGuire reported on the Andover Kent Towers fire pump suppression system. The system was inspected by experts hired by the JIF, and it is believed a contractor may have caused the damage. The attorney for the JIF are reviewing for Subrogation. Per Mr. McGuire, JIF will cover a rental pump. *Commissioner Hay* was recognized for his efforts and contributions of the fire department along with discussions of possible temporary relocation of tenants in response to the activation of the fire alarm.

Mr. McGuire advised the PHA office will be closed in the morning on August 11, 2022, for JIF's MEL training. The training is available at no cost.

Mr. McGuire stated Patty Van Camp celebrated 30 years of service with the PHA.

Lastly, Mr. McGuire stated on August 5, 2022, is the PHA picnic at the Andover Kent Towers.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in June there 3 move-outs and 9 move-ins; July 8 move-outs and 1 move in. The application waiting list closed on July 15, 2022. In June, the PHA received 138 applications; and in July 95 applications.

REPORT OF COMMITTEES

Finance/Bank Balances: no questions or comments.

Personnel: Mr. McGuire advised the employee handbook was sent out a week after the June meeting and it is on the agenda for a vote tonight.

NEW BUSINESS:

RESOLUTION #1958 APPROVAL TO UPDATE SECTION 9 III.C "OPTIONAL REPORTING" OF THE ADMISSION AND OCCUPANCY ACOP

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, at an open public meeting held on August 3, 2022, approves and authorizes said amendment to the Admission and Occupancy Policy (ACOP).

Commissioner Pierce moved to adopt Resolution #1958, which motion was seconded by *Commissioner Scerbo*. All were in favor.

RESOLUTION #1959 APPROVAL OF AMEND SECTION 4 III.B "SELECTION METHOD" OF THE ADMISSION AND OCCUPANCY POLICY (ACOP)

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, at an open public meeting held on August 3, 2022, approves and authorizes said amendment of the Admission and Occupancy Policy (ACOP).

Commissioner Pierce moved to adopt Resolution #1959, which motion was seconded by *Commissioner Vanwhy*. All were in favor.

RESOLUTION OF #1960 APPROVAL OF COMPUTER/NETWORK/SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO “LOOKFIRST TECHNOLOGY”

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, that after reviewing the proposal for completeness and compliance, hereby awards the Computer/Network/Software/Surveillance Cameras Maintenance Services contract to “LookFirst Technology” at the rates of \$115.00 per hour standard; \$195.00 per hour after hours/emergency/remote; and \$225.00 per hour after hours/emergency/onsite.

Commissioner Shelly moved to adopt Resolution #1960, which motion was seconded by *Commissioner Vanwhy*. All were in favor.

RESOLUTION OF #1961 APPROVAL OF CAPITAL FUND MANAGEMENT CONSULTING SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, that after reviewing the proposal from “LMTD, LLC” (Lucia Delepolos) for completeness and compliance, hereby awards the Proposal for Capital Fund Management Consulting Services to “LMTD, LLC” (Lucia Delopoulos) at the rate of \$20,400.00 per year or \$1,700.00 a month.

Commissioner Scerbo moved to adopt Resolution #1961, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION OF #1962 APPROVAL FOR EMERGENCY REPAIR OF THE FIRE SUPPRESSION SYTEM IN THE ANDOVER-KENT TOWERS APARTMENT BUILDING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, hereby approves and authorizes said anticipated repairs to the Fire Suppression System at the Andover-Kent Towers Apartment Buildings for labor, materials, and equipment.

Commissioner Pierce moved to adopt Resolution #1962, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION OF #1963 APPROVAL AUTHORIZING THE PHILLIPSBURG HOUSING AUTHORITY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH PASSAIC COUNTY COOPERATIVE PRICING SYSTEM ID#38PCPP.

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, pursuant to the provisions of N.J.S.A. 40A:11-11(5), Executive Director Thomas F. McGuire is hereby authorized to enter into a Cooperative Pricing Agreement with the County of Passaic, hereinafter referred to as the “Lead Agency.” The Lead Agency shall be responsible for

complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

Commissioner Pierce moved to adopt Resolution #1963, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION OF #1964 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 payment in the amount of \$7,000.00 to “O & S Associates, Inc.” for services rendered for the John. F. O’Donnell Elevator.

Commissioner Pierce moved to adopt Resolution #1964, which motion was seconded by *Commissioner Hay*. All were in favor.

RESOLUTION OF #1965 APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY”

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, hereby approves and authorizes payment in the amount of \$24,570.00 to “Current Elevator Technology” for the John F. O’Donnell Elevator bond, general conditions, & insurance survey drawings.

Commissioner Shelly moved to adopt Resolution #1965, which motion was seconded by *Commissioner Vanwhy*. All were in favor.

RESOLUTION OF #1966 APPROVAL OF AUTHORIZATION OF SIGNATURES ON ALL CHECKS

BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, that in the absence of the Chairman or Vice Chairman that Commissioner VanWhy is authorized to sign all checks, causing each check to carry two signatures with the exception of checks drawn on the Payroll Fund where the Executive Director, Secretary-Treasurer, and Chairman are so authorized.

BE IT FURTHER RESOLVED, that in the absence of the Executive Director, Secretary-Treasurer, that the Chairman is to be authorized to sign for the Executive Director, Secretary-Treasurer.

BE IT FURTHER RESOLVED, the Executive Director, Secretary Treasurer and the Chairman or Vice-Chairman (or in the absence of the Chairman or Vice-Chairman), any other designated Commissioner approved in this resolution, along with the Executive Director, Secretary-Treasurer is authorized to exercise the following powers:

1. Open and deposit or share account[s] in the name of the Authority.
2. Endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution.

BE IT FURTHER RESOLVED that this resolution, effective August 4, 2022, supersedes all previous resolutions covering signatures on checks of the Housing Authority of the Town of Phillipsburg, New Jersey.

NOW THEREFORE BE IT FURTHER RESOLVED that this resolution shall continue to have effect until express written notice of its' rescission or modification has been received and recorded by the financial institution.

Commissioner Scerbo moved to adopt Resolution #1966, which motion was seconded **Commissioner Pierce**. All were in favor.

RESOLUTION #1967 APPROVAL TO UPDATE AND REVISE THE EMPLOYEE HANDBOOK

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.

BE IT FURTHER RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, approves and authorizes the content of the updated and revised Employee Handbook.

BE IT FURTHER RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, must approve the Employee Handbook prior to dissemination.

Commissioner Pierce moved to adopt Resolution #1967, which motion was seconded by **Commissioner Hay**. All were in favor.

COMMISSIONER COMMENTS

The Commissioners discussed the status of the fire suppression system boilers and determining the blind spots on the PHA property that are not under video surveillance. The Commissioners agreed to discuss proposals for a professional study to assess the current video surveillance system, license plate reader technology, security officers to monitor the surveillance system, and continue discussions about a resident/commissioner safety committee.

EXECUTIVE SESSION

Commissioner Pierce moved to enter into Executive Session which motion was seconded by **Commissioner Hay**. Upon roll call vote, the motion was unanimous.

Commissioner Hay moved to return to regular session, which motion was seconded by **Commissioner Pierce**. All were in favor.

RESOLUTION #1968 APPROVAL OF THE CONTRACT FOR THE EXECUTIVE DIRECTOR AS PRESENTED

WHEREAS, the Housing Authority of the Town of Phillipsburg, a public body created and organized pursuant to and in accordance with the provisions of the laws of the State of New Jersey, adopted and

approved Resolution No. 1956 appointing Thomas F. McGuire as Executive Director effective June 1, 2022 subject to the terms and conditions to be agreed upon in an employment contract; and

WHEREAS, pursuant to N.J.S.A. 40A:12A-18, the Phillipsburg Housing Authority desires to enter into and execute a contract with Thomas F. McGuire as Executive Director setting forth the terms and conditions of Thomas F. McGuire's employment; and

WHEREAS, the Contract has a term of one year from June 1, 2022 to May 31, 2023; and

WHEREAS, Thomas F. McGuire shall be compensated at a rate of \$160,000.00 annually; and

WHEREAS, a copy of the contract is annexed hereto as Exhibit A (hereinafter "Contract").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Phillipsburg 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 Lewis moved to adopt Resolution #1968, which motion was seconded by *Commissioner Hay*. Commissioner Pierce voted no. All other commissioners were in favor.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Shelly moved at the end of call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Hay. Meeting adjourned at 7:47 p.m.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman