

**MINUTES OF THE AUGUST 4, 2021
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 4, 2021 following the Annual Reorganization Meeting at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order by Chairman Corcoran and upon roll call the following members were present: Commissioners Shelly, Van Why, and Hay. Commissioners Korp, Scerbo, and Pierce were absent. Also present were Acting Executive Director Tom McGuire and General Counsel, Katharine Fina, Esq.

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.

ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING OF JUNE 2, 2021

Commissioner Hay moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. The minutes were accepted by a vote of 4-0.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING OF JUNE 2, 2021

Commissioner Hay moved to approve the minutes, which motion was seconded by *Commissioner Van Why*. Minutes were accepted by a vote of 4-0.

BILLS – June & July 2021

Commissioner Hay moved to approve the bills for June 2021 and July 2021, which motion was seconded by *Commissioner Shelly*. Bills were approved unanimously.

Commissioner Pierce asked the following questions via email, and Acting Executive Director provided the following responses:

Question: Resolution #1873 – We are rescinding the contract, why may I ask?

Answer: The contract was awarded November 2019. Other than an evaluation of the elevators by a subcontractor nothing has been done. We are looking to rescind, readvertise and award a contract to a new architect/engineer for the replacement of the elevators. We also had a hard time getting the entry system, A/C sleeves and ceiling fan projects closed out with the Architect.

Question: Resolution #1877 – Why are the write offs so much?

Answer: As discussed in June when write-offs were approved the expectation is that write-offs will be higher due to tenants not paying rent during the Pandemic. This is an example of that scenario.

Question: Resolution #1878 – What were last years wages, and what services do they provide currently?

Answer: Lookfirst provides all our IT services. Total payments for the past year were \$22,138.77.

Question: Resolution #1880 – What were last years wages, and what services do they currently provide?

Answer: Total Payments \$20, 350.00. LMTD (Lucia Delopoulos) provides our Capital Management Consulting Services. The following is an example of work performed. Operating/Capital Fund Drawdowns, Annual & Five Year Plan Preparation, Reviewing proposals received.

Question: Resolution #1881 – Where are the proposals, so we can see what is being offered in both? Also, what services are they going to provide?

Answer: The specifications list the requirements the Architect/Engineer must provide. Per RAD requirements they are providing a Physical Condition Assessment for the Housing Authority properties. They also must prepare a submittal to HUD.

Question: Resolution #1882 (1) - Laundry renewal

Answer: This is not a renewal. Per my update in late May, we currently own the washers and driers in the senior buildings. This company will install, clean & maintain washers and driers for the senior high rises. The Housing Authority will receive 55% of gross revenues as a commission for them for providing the laundry services. This relieves the Housing Authority of any obligation with the laundry equipment.

Question: What has been the percentage in the past year?

Answer: We didn't have this service last year.

Question: What has been the amount we have earned in the past year?

Answer: We didn't have this service last year.

Question: How does it work, and do the residents have to pay to do laundry?

Answer: It's basically like a laundromat where the residents do their own laundry and have to pay to use the machines.

Question: How much revenue did PHA receive last year from this service?

Answer: We didn't have this service last year.

Question: Frequency and response time for service on broken or down machines?

Answer: Weekdays 24 hour response time on the weekends unless an emergency they would respond on Monday.

Question: Resolution #1882 (2) – Change order. Where is the change order, what changed from the original order, to the current one, and what justifications are there for the increase in payment?

Answer: Should be Agenda # 1883. Per the resolution there was additional work at 479 & 485 Kneedler Ave along with 512 & 516 Kneedler Ave. Sidewalks and curbing.

Question: 15838 – Washer Repair, for who and don't we have a contract that we are renewing for 2nd year on them to repair?

Answer: For the senior high rises. We currently own these machines.

Question: 15842 – Flooring for what?

Answer: See attached.

Question: 15846 – National Benefit Services, Corrected FSA miss? What is this?

Answer: One missed charge for the Monthly service fee for FSA plan.

Question: 15848 – PDQ – Stove Burners for what stoves?

Answer: To repair tenant stoves.

Question: 15849 – Petty Cash Fund – who was the money given to, and what is the money used for?

Answer: Used for small purchases.

Question: 15851 – Tractor tires, for what tractors?

Answer: See attached.

Question: 15855 – 10th street tire – Mastercraft tires for what?

Answer: See attached.

Question: 15858 – Ford Toyota – Koch 33 Auto, what did we purchase, because this gives no description of anything?

Answer: Oil changes for the 3 new maintenance trucks.

Question: 15860 – HD Supply – Soap for what?

Answer: See attached.

Question: 15863 – Office Concepts – b/o soap for dispensers – How much soap do we need to buy in a month, and what was this used for?

Answer: See attached.

Question: 15869 – Autozone – gas cans – for what are we purchasing gas cans for?

Answer: See attached.

Question: 15873 – JC Ehrlich – Vegetation Management – What services are they providing?

Answer: Weeds along fence line in the Terrace and Annex along with brick paver patios.

Question: 15875 – National Benefit Services – FSA Plan Admin – What is this?

Answer: Flexible Spending Plan is a pre tax deduction plan employees can have deducted for healthcare expenses.

Question: 15876 – Service Electric Internet – Why are we paying for internet here, and then paying for Verizon Basic Internet, and Pentela Data to rent a cable modem?

Answer: Service Electric/PenTeleData are part of the same company. This expense is internet at the O'Donnell for the cameras there and the Andover Kent building. This was needed due to the Police relocation and cutoff of the feed to the Corliss Avenue Building. Verizon is for the office internet service.

Question: 15879 – Autozone – parts – what parts were purchased?

Answer: See attached.

Question: 15883 – HD Supply – what is this payment for?

Answer: See attached.

Question: 15884 – Vegetation Management – What is this service they provide?

Answer: Weeds along fence line in the Terrace and Annex along with brick paver patios.

Question: 15888 – MacKenzie Door – What repair was done to the Community Building Parking?

Answer: See attached.

Question: 15889 – Mechanical Preservation – what broke, and needed repair to the chiller?

Answer: See attached.

Question: 15890 – Office Concepts – Once again we are buying soap for this time bathroom dispensers, we just bought soap not even two weeks prior?

Answer: See attached.

Question: 15892 – Amazon – Why are we buying flushmate toilet tanks from Amazon, and what was the reason behind this purchase?

Answer: Less expensive. To repair toilets.

Question: 15897 – Verizon – Basic Internet, why are we purchasing so much internet for PHA?

Answer: Verizon is for the office internet service.

Question: 15898 & 15899 – Payments for these people, why?

Answer: Tenants that moved out that were due rent refunds.

Question: 15908 – What was wrong with the AC in the reading room?

Answer: The compressor needs to be replaced. See attached.

Question: 15910 – Pen Tele data – Once again why are we renting a cable modem if we are getting internet from Service Electric, and Verizon?

Answer: Please see previous responses.

Question: CK No – 2073-2078 – Why are only checks 2074 and 2075 listed in our bill list, but there are other payments made?

Answer: Check #'s 2073 – 2077 are on the June bill list. These are tenant security deposit refunds.

Question: 15919 – Grove Supply – Gas water heater and blower kits – what is the need for this purchase, and where will it be utilized?

Answer: Hot water heaters and furnaces in the Heckman Terrace units.

Question: 15920 – Home Depot – Numbers for address placard @ - where were they purchased for, and why were they needed to be replaced?

Answer: See attached.

Question: 15921 – Lansing – Material to complete canopy soffits – If we are hiring a company to install the canopies why would we have to purchase from another company material to complete them?

Answer: We provided all the materials for this job.

Question: 15923 – NO information at all on this, what is this check number about?

Answer: AEP Stack - Advanced Email Protection for all our email accounts. See attached.

Question: 15926 – Petty Cash Fund – Who was it issued to, and why?

Answer: Used for small purchases. See attached.

Question: 15928 – Sherwin Williams – what was the paint, compound, etc. used for?

Answer: Repairs and painting for units prior to re-renting.

Question: 15929 – life hazard use registration – Clarification on this?

Answer: NJ Division of Community Affairs required registration.

Question: 15930 – Why are we paying for recertification training for a employee that is not approved by the Board of Commissioners yet?

Answer: The position was approved as part of the budget. The Commissioners are presented with new hire information but do not vote on new hires.

Question: 15931 – Reimbursement for Software – Does PHA not have a credit card or debit card?

Answer: The Housing Authority is not allowed to have credit cards for general purchases.

Question: 15939 – FP Mailing Solutions – Clarifications on what this is about?

Answer: Postage meter rental charges.

Question: 15949 – Office Concept – Supplies – What supplies were bought?

Answer: See attached.

Question: 15950 – Parkway – Disposal of Tires – what tires are being disposed of?

Answer: See attached.

Question: 15955 – 2 fuel caps for Toro’s – what caused them to need to be replaced?

Answer: See attached.

Question: 15957 – Certification Exam for Rene Hud – Why are we paying for a certification exam, when the board of Directors has not approved the hiring?

Answer: A condition of the job requires passing the rent calculation exam.

Question: 15958 – BBQ – PHA doesn’t have a credit card or debit card for these types of purchases?

Answer: The Housing Authority is not allowed to have credit cards for general purchases.

Question: 15961 – How many tables do we have? Who has them? And are they used regularly?

Answer: The maintenance personnel have tablets to record work orders. We have 10 tablets.

Question: 15962 – Basic Internet Verizon – Why do we have so many internet providers?

Answer: Verizon is for the office internet service.

Question: 15968 – Repairs to building lighting – what building needed these repairs, and what repairs were done?

Answer: See attached.

Question: 15971 – INVOICE # - Clarification on what this is?

Answer: Service used for background checks for tenant applicants.

Question: 15974 – Battery for IT Room – What battery was bough? Was that the only thing bought? What was the battery needed for in the IT room?

Answer: See attached.

Question: 15975 – Why are we paying the Town of Phillipsburg for the Sprint Tower on our Building?

Answer: Part of the contract with Sprint is we pay the taxes and Sprint reimburses us for the cost.

Question: 15986 – Cable Modem – Why are we having so many providers?

Answer: This is for the Maintenance Shop for access control and cameras.

COMMUNICATIONS

None

ADMINISTRATIVE REPORT

Office Personnel Update:

Acting Executive Director McGuire reported that there were approximately thirty-two (32) applications received for the position for a third recertification specialist. Fourteen (14) applicants were contacted for an initial interview. There was one (1) cancellation, three (3) no-shows and ten interviews completed by Mrs. Tersigni & Mr. DeGerolamo. There were six (6) applicants referred to Mr. McGuire for a second interview. Two (2) applicants had to decline the second interview. Four (4) applicants were interviewed by Mr. McGuire. Mr. McGuire hired Rene Hudson as the Recertification Specialist.

Mr. McGuire reported that he would provide a 2% cost of living increase, retroactive to July 1, 2021, to employees who have been employed by the Authority for 1 year and longer. This is in accordance with the Authority's Budget that was passed by the Board earlier this year.

Mr. McGuire reported that there were reports and/or complaints of bed bugs in Heckman House. The Authority is currently treating five (5) units in Heckman House for bed bugs. However, the bed bug dog came through the Heckman House this week and found bed bugs in zero (0) units.

Mr. McGuire reports that due to the pandemic and moratorium on evictions, tenant receivables have increased. However, over the past two months, the Authority increased its meetings and discussions with tenants. As a result, the Authority has recouped approximately \$100,000 in tenant receivables. Tenant Receivables are presently approximately \$300,000.

Mr. McGuire reported that the Board, in Resolution No. 1791, approved the creation and change of titles in the Maintenance Department. This created a discrepancy in the pay scale. Mr. McGuire anticipates bringing a resolution for a change in positions and pay in the Maintenance Department in the near future.

Commissioner Hay asked about the status of garbage on the Authority's property. Mr. McGuire reported that the Authority has been cracking down on garbage among the tenants. Mr. McGuire also reported that the Authority has not yet purchased garbage cans as the Authority is waiting for further direction from the Town as to the size of the cans and the type.

Commissioner Hay asked about the status of parking. McGuire responded that the housing units provide one permit per unit. However, street parking is governed by the Town as the streets are Town-owned.

NEW BUSINESS:

RESOLUTION #: 1873 – APPROVAL TO RESCIND RESOLUTION #1723 – RESCIND APPROVAL FOR PROFESSIONAL ENGINEERING SERVICES FOR THE EVALUATION AT THE JOHN F. O'DONNELL BUILDING WITH “LAN ASSOCIATES”
BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby rescinds Resolution #1723 to “LAN Associates” for Professional Engineering Services for the Evaluation of the Elevators at the John F. O'Donnell Building.

Commissioner Hay moved to adopt Resolution #1873, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #: 1874 – APPROVAL OF PAYMENT TO LAN ASSOCIATES

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 \$1,202.50 for the air conditioner sleeves at the John F. O’Donnell, the Entry System at the John f. O’Donnell Building & Air Conditioner sleeves at the John F. O’Donnell Building & the Heckman House.

Commissioner Shelly moved to adopt Resolution #1874, which motion was seconded by *Commissioner Hay*. All were in favor of this motion.

RESOLUTION #: 1875 – APPROVAL OF PAYMENT TO “AUTOMATIC DOOR SYSTEMS, LLC”

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 \$35,291.85 for the Canopy Installation at the Heckman Terrace.

Commissioner Hay moved to adopt Resolution #1875, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #: 1876 – APPROVAL OF PAYMENT TO HYGRADE INSULATORS, 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 \$12,962 for the Installation of Handrails in the Heckman Terrace properties.

Commissioner Hay moved to adopt Resolution #1876, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

RESOLUTION #: 1877 – APPROVAL OF THE TENANT WRITE OFFS FOR JUNE 2021

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves AMP 1 & AMP 2 Total Collection Losses of \$45,402.62 and hereby adopts said Resolution # 1877 and approves Collection Losses for AMP 1 & 2 totaling \$45,402.62.

Commissioner Hay moved to adopt Resolution #1877, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1878 – APPROVAL TO OFFER SECOND YEAR OPTION FOR COMPUTER/NETWORK/SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO “LOOKFIRST” TECHNOLOGY, LLC

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approves the second-year option for IT services at the above listed rates to LookFirst Technology, LLC.

Commissioner Van Why moved to adopt Resolution #1878, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1879 – APPROVAL OF AUTHORIZATION OF SIGNATURES ON ALL CHECKS

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby certify that the authorized signatures of checks carrying two signatures be designated as ***Chairman Kent Corcoran*** and ***Vice Chairman James Shelly***, and the Executive Director Thomas F. McGuire, Secretary-Treasurer; and that in the absence of the Chairman or Vice Chairman that ***Commissioners John Korp*** and ***Shawn Van Why*** are so 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; and 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; and 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 any deposit or share account(s) in the name of the Authority; and (2) endorse checks and orders or otherwise withdraw or transfer funds on deposit with this financial institution; and this resolution, effective August 4, 2021, supersedes all previous resolutions covering signatures on checks of the Housing Authority of the Towns of Phillipsburg, New Jersey; and 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 Hay moved to adopt Resolution #1879, which motion was seconded by ***Commissioner Van Why***. All were in favor of this motion.

RESOLUTION #: 1880 – APPROVAL TO OFFER SECOND YEAR OPTION FOR CAPITAL FUND MANAGEMENT CONSULTING SERVICES TO “LMTD, LLC”

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approve the second-year option for Capital Fund Management Consultant Services to LMTD, LLC (Lucia Delopoulos) at the rate of \$20,400.00 per year (\$1,700 per month) for the period of September 1, 2021 through August 31, 2022.

Commissioner Shelly moved to adopt Resolution #1880, which motion was seconded by ***Commissioner Hay***. All were in favor of this motion.

RESOLUTION #: 1881 – APPROVAL TO APPOINT “BUREAU VERITAS” FOR PROFESSIONAL ARCHITECT/ENGINEERING SERVICES FOR RAD PHYSICAL CONDITION ASSESSMENT (RPCA)

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Architectural/Engineering Services to Bureau Veritas in the amount of \$33,100.00 for all developments.

Commissioner Hay moved to adopt Resolution #1881, which motion was seconded by ***Commissioner Van Why***. All were in favor of this motion.

RESOLUTION #: 1882 – APPROVAL TO APPOINT ‘FMB LAUNDRY’ FOR LAUNDRY SERVICES

BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby awards the Proposal for Architectural/Engineering Services to FMB Laundry

for a fee of 55% of the Monthly Gross Services for Andover Kent Towners, Heckman House, & John F. O'Donnell Apartments.

Commissioner Hay moved to adopt Resolution #1882, which motion was seconded by *Commissioner Shelly*. All were in favor of this motion.

RESOLUTION #: 1883 – APPROVAL FOR CHANGE ORDER #1 TO “RVT CONSTRUCTION, INC.” FOR INCREASE IN CONCRETE WORK

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said Change Order #1 for an increase in the amount of \$2,626.00 for 479 Kneedler Avenue & 485 Kneedler Avenue, change location of the way by 40sf and 512 Kneedler Avenue & 516 Kneedler Avenue adding two (2) new walkways and curb.

Commissioner Hay moved to adopt Resolution #1883, which motion was seconded by *Commissioner Van Why*. All were in favor of this motion.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

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

Commissioner Hay moved to re-enter into Regular Session, which motion was seconded by *Commissioner Van Why*. Upon roll call vote, the motion was unanimous.

NEW BUSINESS:

It was reported that the Personnel Committee continues to work on the policy manual and they anticipate meeting the September 2021 timeline.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Hay moved at the call of Chairman Corcoran, the meeting be adjourned, which motion was seconded by Commissioner Shelly. Upon roll call the motion was unanimous. Meeting adjourned.