

**MINUTES OF THE AUGUST 8, 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 August 8, 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, Lewis, and Vanwhy. Also present were Executive Director Tom McGuire and General Counsel Katharine Fina, Esq. Commissioners Scerbo and Pierce 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 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

Several members of the public were present. Some members noted issues with dogs in the apartment buildings as well as in the breakroom. One member of the public stated that she is highly allergic to dogs, she has found dog hair in the washer and poop in the dryer.

A member of the public complained about cars speeding on Authority property.

Members of the public made complaints regarding the children in the neighborhood, particularly that they are damaging vehicles.

A member of the public asked about air conditioning. Mr. McGuire stated that there is no central air conditioning. The unit the tenant is referencing is a chiller.

A member of the public asked if they could get the outside of their windows cleaned.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON JUNE 7, 2023. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were unanimously accepted.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE SESSION MEETING ON JUNE 7, 2023. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Shelly*. The minutes were unanimously accepted.

BILLS – June & July 2023

Commissioner Hay moved to approve the bills for June and July 2023, which motion was seconded by *Commissioner Lewis*. Bills were unanimously approved.

COMMUNICATIONS

None.

ADMINISTRATIVE REPORT

Mr. McGuire reported that Turnkey Technology will on site on August 28th to install the LPRs and cameras.

Mr. McGuire stated that the JIF is requiring appraisals for the Authority's properties. The appraisers were on site on August 7th to assess the properties.

Mr. McGuire reported that Bill Katchen was on site for the year end.

Mr. McGuire reported that a call is scheduled for August 9th with the consultants regarding RAD.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in June 2023, there was 1 move-out and 7 move-ins. In July 2023, there were 12 move-outs and 4 move-ins. In July, the Authority re-opened its waiting list for its 2/3 bedroom units.

For the senior high rises, in June, there were 14 on the waiting list; in July, there were 21 on the waiting list. For the 2/3 bedroom units, in July, there were 82 on the waiting list.

For June 2023, the occupancy rate was 98.62%. For July 2023, the occupancy rate was 97.75%.

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 #2059 – APPROVAL TO ACCEPT PROPOSAL RECEIVED FOR POWER WASHING SERVICES FROM INTERSTATE POWERWASHING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the bid for power washing services with Interstate Powerwashing. *Commissioner Shelly* moved to adopt Resolution #2059, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2060 - 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 approves 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, 2023 through August 31, 2024.

Commissioner Lewis moved to adopt Resolution #2060, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2061 – APPROVAL TO REJECT BID RECEIVED FOR REVIEW & UPGRADE OF SURVEILLANCE SYSTEM

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby rejects the bid received for the Review & Upgrade of the Surveillance System including Hardware, Software, Installation & Maintenance.

Commissioner Hay moved to adopt Resolution #2061, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2062 – APPROVAL OF PAYMENT TO O&S ASSOCIATES FOR JOHN F. O'DONNELL ELEVATOR REPLACEMENT

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 John F. O'Donnell Elevator Replacement.

Commissioner Hay moved to adopt Resolution #2062, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION # 2063 – APPROVAL OF PAYMENT TO OFFICE MASTER FOR OFFICE CHAIRS

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 \$1,794.00 to Office Master for Office Chairs.

Commissioner Shelly moved to adopt Resolution #2063, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION # 2064 – APPROVAL OF PAYMENT TO ONBOARD ENGINEERING CORP FOR NEW HEATING & HOT WATER IN 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 \$13,000 to Onboard Engineering Corp. for New Heating & Hot Water Systems in the Heckman Terrace Annex.

Commissioner Shelly moved to adopt Resolution #2064, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION # 2065 – APPROVAL OF PAYMENT TO O&S ASSOCIATES FOR FAÇADE REPAIR TO THE JOHN F. O'DONNELL EXTERIOR

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 \$5,300.00 to O&S Associates for Façade Repair to the John F. O'Donnell Exterior.

Commissioner Hay moved to adopt Resolution #2065, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2066 – APPROVAL OF PAYMENT TO CURRENT ELEVATOR TECHNOLOGY FOR MATERIALS & CONSTRUCTION OF JOHN F. O'DONNELL ELEVATORS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners*, hereby approves and authorizes said payment in the amount \$106,200.00 to Current Elevator Technology for Materials and Construction of John F. O'Donnell Elevators.

Commissioner Shelly moved to adopt Resolution #2066, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION # 2067 – 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 \$8,200.00 to O&S Associates for Façade Repair.

Commissioner Hay moved to adopt Resolution #2067, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION # 2068 – 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 \$15,250.00 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 #2068, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Commissioner Hay asked about the Authority's service animals' policy. Mr. McGuire advised that the Authority complies with applicable statutes, including Fair Housing Act.

There was discussion regarding children of the tenants. There was also discussion regarding the crossing to Wawa.

Vice-Chairman Shelly announced that he was reappointed to the Authority Board by the Town Council and was sworn-in before the meeting by Mr. McGuire.

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 Vanwhy. Meeting adjourned.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman