

**MINUTES OF THE OCTOBER 4, 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 October 4, 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, Hay, Lewis, Scerbo, Shelly, and Vanwhy. Also present were Executive Director Tom McGuire and General Counsel Kody Hines, 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 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 public comment.

ACCEPTANCE OF THE MINUTES OF THE ANNUAL REORGANIZATION MEETING ON AUGUST 8, 2023. *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Lewis*. Commissioners Corcoran, Vanwhy, Lewis, Shelly, and Hay were in favor. Commissioner Scerbo abstained.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON AUGUST 8, 2023. *Commissioner Lewis* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. Commissioners Corcoran, Vanwhy, Lewis, Shelly, and Hay were in favor. Commissioner Scerbo abstained.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 6, 2023. *Commissioner Scerbo* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. Commissioners Corcoran, Vanwhy, Hay, Scerbo, and Lewis were in favor. Commissioner Shelly abstained.

BILLS – September 2023

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

COMMUNICATIONS

None.

ADMINISTRATIVE REPORT

Mr. McGuire reported that applied for a grant through the New Jersey State Library with assistance from the New Jersey Department of Community Affairs to address needs in communities impacted by COVID-19 designed to enable work, education, and health monitoring. Phillipsburg was one of two Towns in Warren County identified as eligible for the Grant.

The application, titled Re-Envisioning the Phillipsburg Envision Center, requests \$378,600.00 to replace HVAC, flooring and floating wall in the Envision rooms. Ten laptops will be purchased, including a secure a docking station for charging the laptops along with upgrading the internet access. Partners that submitted letters of support are Warren County Community College, Norwescap, Provident Bank, Atlantic Health and the Warren County Health Department. The goal is for the Housing Authority and our partners to offer space for tele-health appointments, job fairs, help writing resumes, job search, interviewing skills, GED classes, financial literacy. The awards are to be announced on November 22, 2023. Special thanks to Pam Clark for her assistance in writing and submitting the Grant.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in September 2023, there were 4 move-outs and 10 move-ins. The waiting list includes 23 for the Senior units.

The occupancy rate is 97%.

REPORT OF COMMITTEES

Finance/Bank Balances:

Nothing to report.

Personnel:

Nothing to report.

NEW BUSINESS:

RESOLUTION #2072 – APPROVAL OF CHANGES TO EMPLOYEE HANDBOOK – SECTION XXIII – PAID SICK LEAVE – NEW EMPLOYEE ELIGIBILITY

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* approves the amendment to the Employee Handbook – effective October 4, 2023.

Commissioner Shelly moved to adopt Resolution #2072, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2073 – APPROVAL TO APPOINT “W2A ARCHITECTS” FOR ARCHITECT OF RECORD

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners hereby* awards the Proposal for Architect of Record to “W2A Architects.”

Commissioner Hay moved to adopt Resolution #2073, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2074 – APPROVAL TO APPOINT “IN-LINE ARCHITECTURAL GLASS & METAL” FOR INSTALLATION OF BULLET RESISTANT GLASS FOR FRONT OFFICE LOBBY, INTERVIEW ROOMS & FRONT WINDOWS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for Installation of Bullet Resistant Glass to “In-Line Architectural Glass & Metal.”

Commissioner Shelly moved to adopt Resolution #2074, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #2075 – APPROVAL OF PAYMENT TO “TURN-KEY TECHNOLOGIES, INC.”

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 \$127,754.22 to “Turn-Key Technologies, Inc.” for Avigilon Cameras, Storage, Software, Accessories, Network & Installation for AMP 1.

Commissioner Shelly moved to adopt Resolution #2075, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

RESOLUTION #2076 – APPROVAL TO OFFER SECONG - & THIRD-YEAR OPTIONS FOR PEST CONTROL, BED BUG, & BED BUG CANINE SERVICES TO CORBETT EXTERMINATING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the second & third-year option for Pest Control, Bed Bug & Bed Bug Canine Services to “Corbett Exterminating” at the rates listed below:

PEST CONTROL

\$170.00 per week

November 1, 2023 – October 31, 2025

BED BUGS

AREA	NOVEMBER 1, 2023 – OCTOBER 31, 2025
Office Areas	\$412
Community Building	\$515
Efficiency Unit	\$412
One Bedroom Unit	\$412
Two Bedroom Unit	\$464
Three Bedroom Unit	\$515
Four Bedroom Unit	\$567

BED BUG CANINE

November 1, 2023 – October 31, 2025

\$23,814.00 to complete every unit 2x per year

Commissioner Lewis moved to adopt Resolution #2076, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #2077 – APPROVAL OF CHANGE ORDER FROM “CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS” FOR RADON TESTING

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal of Radon Testing as required by HUD for the RAD conversion to “Clampett Industries, LLC d/b/a Bureau Veritas.” Testing is for 100% of ground contact locations and 10% of upper floor locations.

Commissioner Shelly moved to adopt Resolution #2077, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #2078 – APPROVAL OF PAYMENT TO “TURN-KEY TECHNOLOGIES, INC.”

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 \$9,687.50 to “Turn-Key Technologies, Inc.” for Avigilon Cameras, Storage, Software, Accessories, Network & Installation for AMP I.

Commissioner Hay moved to adopt Resolution #2078, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2079 – APPROVAL OF PAYMENT TO “INTERSTATE POWERWASHING, 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 \$55,139.00 to “Interstate Powerwashing, LLC” for Powerwashing Heckman Terrace and Heckman Terrace Annex.

Commissioner Shelly moved to adopt Resolution #2079, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2080 – APPROVAL OF CHANGE ORDER FROM “CLAMPETT INDUSTRIES, LLC d/b/a BUREAU VERITAS” TO UPDATE THE RAD PHYSICAL CONDITION ASSESSMENT AND THE ENVIRONMENTAL PHASE

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes “Clampett Industries, LLC d/b/a Bureau Veritas” to update the RAD Physical Condition Assessment and Environmental Phase.

Commissioner Lewis moved to adopt Resolution #2080, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None.

COMMISSIONER COMMENT

Commissioner Hay asked if a grant was available for the housing authority to retain foot patrol by the police department in the interest of security. Mr. McGuire responded that he would speak with Norwescap to see if a grant is available.

Commissioner Scerbo asked about security for the residents. Particularly asked about the hiring of Class II Officers. Following discussion on security, Attorney Hines was tasked with researching whether the PHA can hire Class II officers.

Commissioner Hay asked about the status of heating system repairs. Mr. McGuire responded that the units were tested this year and replacement units are expected to be installed by the following winter.

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 7:04PM.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman