

**MINUTES OF THE NOVEMBER 1, 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 November 1, 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, Lewis, Scerbo, Vanwhy, and Pierce. Also present were Executive Director Tom McGuire and General Counsel Katharine Fina, Esq. Commissioner Hay 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

None.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON October 4, 2023. *Commissioner Lewis* moved to approve the minutes, which motion was seconded by *Commissioner Pierce*. Following discussion, Commissioner Scerbo requested that the minutes be revised to reflect his comments made at the October 4, 2023 meeting. Commissioner Scerbo voted in favor of the minutes with revision, Commissioners Corcoran, Shelly, Lewis, and VanWhy voted against the minutes with revisions, Commissioner Pierce abstained. Minutes were held for the December 2023 meeting.

BILLS – October 2023

Commissioner Shelly moved to approve the bills for October 2023, which motion was seconded by *Commissioner VanWhy*. Bills were unanimously approved.

COMMUNICATIONS

None.

ADMINISTRATIVE REPORT

Mr. McGuire reported that Commissioner Corcoran was re-appointed to serve on the Board of Commissioners and his oath of office was administered.

Mr. McGuire reported that he spoke with Georjean Trinkle who is looking into whether there are any community policing grants.

REPORT OF THE SECRETARY TREASURER

Mr. McGuire reported that in October 2023, there was 4 move-outs and 8 move-ins. The waiting list includes 10 for the Senior units and the list for the family units is closed.

The occupancy rate is 97.40%.

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 #2081 – APPROVAL TO REJECT ALL PROPOSALS RECEIVED FOR APARTMENT MAKE-READY SERVICES

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby rejects the above proposals for Apartment Make-Ready Services due to one bid being non-responsive and one being over budget.

Commissioner Pierce moved to adopt Resolution #2081, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2082 – APPROVAL TO REAPPOINT ALAMO INSURANCE GROUP, INC AS RISK MANAGER

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby reappoints Alamo Insurance Group, Inc. for Risk Management Services.

Commissioner Scerbo moved to adopt Resolution #2082, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2083 – APPROVAL TO 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* hereby approves and authorizes said amendment of the Admission & Occupancy Policy (ACOP).

Commissioner Pierce moved to adopt Resolution #2083, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #2084 – APPROVAL OF PAYMENT TO CURRENT ELEVATOR TECHNOLOGY FOR INSTALLATION OF ELEVATORS AT JOHN F. O'DONNELL APARTMENTS

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 \$112,860.00 to Current Elevator Technology for Installation of Elevators at John F. O'Donnell Apartments.

Commissioner Shelly moved to adopt Resolution #2084, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #2085 – APPROVAL OF PAYMENT TO DEALLESSI ENTERPRISES, INC. D/B/A FUERZA STRATEGY GROUP FOR PHA WEBSITE DESIGN

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 \$7,134.50 to DeAlessi Enterprises, Inc. d/b/a Fuerza Strategy Group for PHA website redesign.

Commissioner Pierce moved to adopt Resolution #2085, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2086 – APPROVAL OF PAYMENT TO O&S ASSOCIATES FOR ELEVATOR UPGRADES 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 \$2,500 to O&S Associates for elevator upgrades at the John F. O'Donnell Apartment Building.

Commissioner Pierce moved to adopt Resolution #2086, which motion was seconded by *Commissioner Shelly*. This Resolution was unanimously approved.

RESOLUTION #2087 – APPROVAL OF PAYMENT TO PHILLIPSBURG HOUSING AUTHORITY FOR REIMBURSEMENT LANDSCAPING PLANTING MUMS

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said reimbursement in the amount of \$3,100 to the Phillipsburg Housing Authority for Landscaping Planting Mums.

Commissioner Pierce moved to adopt Resolution #2087, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #2088 – APPROVAL OF PAYMENT TO CURRENT ELEVATOR TECHNOLOGY FOR INSTALLATION OF ELEVATORS AT JOHN F. O'DONNELL APARTMENTS

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 \$144,270.00 to Current Elevator Technology for Installation of Elevators at John F. O'Donnell Apartments.

Commissioner Pierce moved to adopt Resolution #2088, which motion was seconded by *Commissioner Scerbo*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Commissioner Pierce stated that he was walking by the O'Donnell building and noticed that the fence was unhooked and leaning. He asked that it please be addressed.

Commissioner Scerbo stated that residents had reached out to him to discuss buckets being used to address leaks in the Heckman House. Mr. McGuire stated that the Heckman House did have a couple leaks, there was a contractor out to address the leaking. However, the contractor is trying

to determine where the leaking is coming from, the PHA is not sure if all the leaks have been addressed, but it is being worked on.

Commissioner Pierce asked about the contract with NJ Transit.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Pierce moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Shelly. Meeting adjourned at 6:54PM.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman