

**MINUTES OF THE FEBRUARY 7, 2024
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 February 7, 2024, 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, Pierce, Fulper, Shelly & Vanwhy. Also, present were Executive Director Thomas McGuire, General Counsel Katharine Fina, Esq. PHA Property Manager, Kevin DeGerolamo, PHA Maintenance Foreman, Tim Burger and PHA Director of Operations, Mark Axelrod.

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

Dan Boyce wanted to inform the Board that an unnamed resident told him they saw a syringe on Fisher Avenue.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON OCTOBER 4, 2023. Commissioner Shelly moved to approve the minutes, which motion was seconded by Commissioner Lewis. Commissioners Corcoran, Lewis, Shelly & Vanwhy voted in favor of the motion. Commissioners Hay, Fulper, & Pierce abstained.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 1, 2023. Commissioner Pierce moved to approve the minutes, which motion was seconded by Commissioner Shelly. Commissioners Corcoran, Lewis, Pierce, Shelly, & Vanwhy voted in favor of the motion. Commissioners Hay & Fulper abstained.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON DECEMBER 6, 2023. Commissioner Pierce moved to approve the minutes, which motion was seconded by Commissioner Lewis. Commissioners Corcoran, Lewis, Pierce, Shelly, & Vanwhy voted in favor of the motion. Commissioner Hay & Fulper abstained.

BILLS – December & January

Commissioner Pierce moved to approve the bills for December 2023 & January 2024, which motion was seconded by Commissioner Hay. Bills were approved by Commissioners Corcoran,

Hay, Lewis, Shelly, & Vanwhy. Commissioners Fulper abstained. Commissioner Pierce voted in favor while abstaining from check# 18201

COMMUNICATIONS

NONE

ADMINISTRATIVE REPORT

Executive Director McGuire informed the Board of the recent NJ Library Grant of \$ 378,600. that was awarded to the PHA. As the Grant award moves forward, he will keep the Board informed of the progress.

The Executive Director also informed the Board of the PHA joining Computers4People, a non-profit organization that refurbishes devices and gives them to those individuals that meet their application requirements. The PHA has submitted 28 resident's applications to date.

REPORT OF THE SECRETARY TREASURER

Executive Director McGuire reported December 2023 occupancy rate was 97.23% with 8 Move Ins and 9 Move Outs. January 2024 occupancy rate was 96.54% with 3 Move Ins and 7 Move Outs.

The December senior buildings had 13 applicants while January had 27.

REPORT OF COMMITTEES

Finance/Bank Balances:

Mr. McGuire provided a statement of the Authority's Investments. There were no questions.

Personnel:

NONE

NEW BUSINESS:

RESOLUTION #: 2107 APPROVAL OF PAYMENT TO "ONBOARD ENGINEERING CORP" FOR NEW HEATING & HOT WATER IN THE HECKMAN TERRACE ANNEX

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Onboard Engineering Corp*" and;

WHEREAS, "*Onboard Engineering Corp*" is hereby requesting payment in the amount of \$7,920.00 for New Heating & Hot Water Systems in the Heckman Terrace Annex, and;

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 \$7,920.00 to "*Onboard Engineering Corp*" for New Heating & Hot Water Systems in the Heckman Terrace Annex.

Commissioner Lewis moved to adopt Resolution #2107, which motion was seconded by Commissioner Vanwhy. Commissioners Corcoran, Hay, Lewis, Pierce, Shelly, & Vanwhy voted in favor of this motion. Commissioner Fulper abstained.

RESOLUTION #: 2108 - APPROVAL OF PAYMENT TO “CLAMPETT INDUSTRIES, LLC D/B/A BUREAU VERITAS”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Clampett Industries, LLC d/b/a Bureau Veritas*” and;

WHEREAS, “*Clampett Industries, LLC d/b/a Bureau Veritas*” is hereby requesting payment in the amount of \$28,725.00 for RAD for Heckman Terrace & Heckman Terrace Annex, and;

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 \$28,725.00 to “*Clampett Industries, LLC d/b/a Bureau Veritas*” for RAD for Heckman Terrace & Heckman Terrace Annex.

Commissioner Shelly moved to adopt Resolution #2108, which motion was seconded by Commissioner Lewis. This Resolution was unanimously approved.

RESOLUTION #: 2109 APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY” FOR ELEVATOR INSTALLATION AT JOHN F. O’DONNELL APARTMENTS

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Current Elevator Technology*” and;

WHEREAS, “*Current Elevator Technology*” is hereby requesting payment in the amount of \$116,375.00 for Elevator Installation at John F. O’Donnell Apartments, and;

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 \$116,375.00 to “*Current Elevator Technology*” for Elevator Installation at John F. O’Donnell Apartments.

Commissioner Pierce moved to adopt Resolution #2109, which motion was seconded by Commissioner Hay. Commissioners Corcoran, Hay, Lewis, Pierce, Shelly, & Vanwhy voted in favor of the motion. Commissioner Fulper abstained.

RESOLUTION #: 2110 - APPROVAL OF PAYMENT TO “CLAMPETT INDUSTRIES, LLC D/B/A BUREAU VERITAS”

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Clampett Industries, LLC d/b/a Bureau Veritas*” and;

WHEREAS, “*Clampett Industries, LLC d/b/a Bureau Veritas*” is hereby requesting payment in the amount of \$5,875.00 for RAD for Heckman Terrace & Heckman Terrace Annex, and;

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 \$5,875.00 to “*Clampett Industries, LLC d/b/a Bureau Veritas*” for RAD for Heckman Terrace & Heckman Terrace Annex.

Commissioner Pierce moved to adopt Resolution #2110, which motion was seconded by Commissioner Shelly. This Resolution was unanimously approved.

RESOLUTION #: 2111 - APPROVAL TO ACCEPT PROPOSAL RECEIVED FOR WINDOWWASHING SERVICES FROM "INTERSTATE POWERWASHING"

WHEREAS, the Housing Authority of the Town of Phillipsburg has advertised for bids for Window Washing Services; and,

WHEREAS, the Housing Authority of the Town of Phillipsburg received one bid from "Interstate Powerwashing" for the amounts below; and,

Interstate Powerwashing

Heckman House - \$17,160.00 John F. O'Donnell - \$14,080.00 Andover Kent - \$14,080.00

Total - \$45,320.00

WHEREAS, the Proposal has been reviewed for completeness and compliance; and,

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby approves the bid for Window Washing Services with "Interstate Powerwashing".

Commissioner Hay moved to adopt Resolution #2111, which motion was seconded by Commissioner Lewis. This Resolution was unanimously approved.

RESOLUTION#: 2112 - APPROVAL TO AMEND THE BY-LAWS OF THE HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG

WHEREAS, it is deemed desirable and in the best interest of the Housing Authority of the Town of Phillipsburg ("Authority") to make certain amendments to the By-Laws of the Authority in order to afford the Secretary-Treasurer the ability to delegate the responsibility of drafting the meeting minutes of the Board of Commissioners; and

WHEREAS, the board members have reviewed and considered the below amendment to the Authority's By-Laws and have determined that it is in the best interest of the Authority to adopt the amendment to the By-Laws.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Phillipsburg Housing Authority hereby approves and amends Article II (Officers), Section 4 (Secretary-Treasurer), Paragraph 2, to state as follows:

The Secretary-Treasurer, or his/her designee(s), shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He/She shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

Commissioner Shelly moved to adopt Resolution #2112, which motion was seconded by Commissioner Lewis. Commissioners Corcoran, Lewis, Shelly, Hay & Vanwhy voted in favor of this motion. Commissioner Pierce voted against this motion. Commissioner Fulper abstained from this motion.

RESOLUTION #: 2113 APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR FAÇADE REPAIR AT THE JOHN F. O’DONNELL APARTMENT BUILDING

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*O&S Associates*” and;

WHEREAS, “*O&S Associates*” is hereby requesting payment in the amount of \$2,400.00 for Façade Repair at the John F. O’Donnell Apartment Building, and;

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 \$2,400.00 to “*O&S Associates*” for Façade Repair at the John F. O’Donnell Apartment Building.

Commissioner Hay moved to adopt Resolution #2113, which motion was seconded by Commissioner Pierce. Commissioners Corcoran, Hay, Lewis, Pierce, Shelly, & Vanwhy voted in favor of the motion. Commissioner Fulper abstained.

RESOLUTION #: 2114 APPROVAL TO AWARD LANDSCAPING SERVICES FOR SENIOR HIGH RISES CONTRACT TO “PAT’S LAWN CARE”

WHEREAS, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for Landscaping Services for the Senior High Rises; and

WHEREAS; the following proposal was received and the rates are as follows:, and;

Mowing, trimming & blowing -		\$ 600.00 (per cut)
Shrub trimming -		\$1,200.00(twice per year)
Weeding -		\$ 0.00 (Will spray)
Weed spraying -		\$ 500.00 (twice per year)
Mulch (after spring planting)		\$2,000.00 (in the spring only)
Planting of Annuals	Spring Vinca	\$ 12.00 (per plant)
	Number of Plants	(250-300)
	Fall Mums	\$ 13.00 (per plant)
Spring & Fall Clean-up	Number of plants	(200)
	Spring	\$1,800.00
	Fall	\$2,800.00

WHEREAS, the second year option would be at the same price as above, and;

WHEREAS, the proposal was reviewed for completeness and compliance, and;

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the Landscaping Services for the Senior High Rises to “*Pat’s Lawn Care*”; and

NOW THEREFORE BE IT RESOLVED, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the proposal for Landscaping Services for the Senior High Rises to "Pat's Lawn Care" at the rates above.

Commissioner Lewis moved to adopt Resolution #2114, which motion was seconded by Commissioner Hay. Commissioners Corcoran, Hay, Lewis, Pierce, Shelly, & Vanwhy voted in favor of the motion. Commissioner Fulper abstained.

EXECUTIVE SESSION

NONE

COMMISSIONER COMMENT

Commissioner Hay inquired about the possibility of a Police Patrol Grant. He also asked if any administrative action has taken place regarding an incident with a non-resident at the Heckman Terrace last week. Commissioner Hay reported his observation of excessive garbage in the family areas and questioned the number of garbage/recycle cans that are provided for residents.

Tim Burger, Maintenance Foreman, was asked to respond to this inquiry.

Commissioner Hay, who is also the Fire Chief of Phillipsburg commended the PHA management and staff for their efforts in directing residential evacuation during a smoke incident at the Heckman House last week.

Commissioner Pierce asked for a follow up on the placement of fire extinguishers. He also questioned the progress on cameras within the Senior towers and the possibility of resident patrols within the family housing areas. Executive Director McGuire answered both inquiries and said he would investigate the feasibility of the residential patrols.

Commissioner Shelly offered his kudos for the PHA's continued RAD efforts, the Computers4People initiative and the NJ Library Grant award.

Commissioner Fulper, who has recently joined the Board, commented that he looks forward to working with everyone in a positive manner.

ADJOURNMENT

There being no further business to come before this Authority, Commissioner Shelly moved at the call of Chairman Corcoran to adjourn the meeting, which motion was seconded by Commissioner Lewis. The meeting adjourned at 7:04 pm.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman