

**MINUTES OF THE MARCH 5, 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 March 6, 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, Pierce, Shelly. Also, present were Executive Director Tom McGuire and General Counsel Katharine Fina, Esq. Property Manager Kevin DeGerolamo, Maintenance Foreman, Tim Burger and Director of Operations, Mark Axelrod. Commissioner Lewis arrived at 6:35. Commissioner(s) Fulper and Vanwhy 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**

None

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 7, 2024.** Commissioner Pierce moved to approve the minutes, which motion was seconded by Commissioner Hay. Minutes were unanimously approved.

**BILLS – February**

Commissioner Shelly moved to approve the bills for February 2024, which motion was seconded by Commissioner Hay. Bills were unanimously approved.

**COMMUNICATIONS**

None

**ADMINISTRATIVE REPORT**

Executive Director McGuire reported that the PHA has applied for an AARP Community Challenge Grant. Grant funds, if approved, will be used for a program of fire prevention education and the free distribution of a fire blanket to all residents.

At the request of the commissioners last meeting, Executive Director McGuire was asked to explore potential grant funding for security patrols. It was reported that while HUD did offer a substantial grant, as the PHA is converting to RAD, we would not be eligible.

Executive Director McGuire reported that the PHA is scheduled for a HUD NSPIRE Inspection next week. Maintenance staff have been diligently preparing units and the office for this inspection and Maintenance Foreman reported that he is confident that the PHA is prepared.

## **REPORT OF THE SECRETARY TREASURER**

Executive Director McGuire reported that there were 3 Move-Outs and 6 Move-Ins. There were 18 units vacant at this time resulting in a 96.89% occupancy.

The PHA received 62 applications for the Senior buildings and 206 applications for the family unit of which 76 were local applicants.

## **REPORT OF COMMITTEES**

### **Finance/Bank Balances:**

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

### **Personnel:**

None

## **NEW BUSINESS**

Tony Giampaolo of Giampaolo & Associates, the PHA auditing firm reported that there were no issues, concerns or corrections to the PHA Annual Audit and he was pleased with all the information/data submitted.

### **RESOLUTION #: 2115 APPROVAL OF JULY 1, 2022 - JUNE 30, 2023, AUDIT AND SUBMITTAL TO HUD FOR APPROVAL**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and,

**WHEREAS**, the annual report for the fiscal year ended June 30, 2023, has been completed and filed with the Commissioners of the *Housing Authority of the Town of Phillipsburg* pursuant to N.J.S.A. 40A:5A-15; and,

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within forty-five (45) days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and, specifically, the

sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual audit and personally reviewed the annual audit and have specifically reviewed the sections of the audit report entitled “General Comments and Recommendations” in accordance with N.J.S.A. 40A:5A-17; and

**NOW THEREFORE, BE IT RESOLVED** that the governing body of the *Housing Authority of the Town of Phillipsburg* hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended June 30, 2023 and , specifically, has reviewed the sections of the audit report entitled “General Comments and Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Commissioner Hay moved to adopt Resolution #2115, which motion was seconded by Commissioner Pierce. This Resolution was unanimously approved.

PHA outside accountant, Bill Katchen presented the 2024 budget. He reported that accounting systems within the PHA were organized and followed general accounting practices. He acknowledged the good job that PHA accountant, Yesenia Zermeno was doing.

**RESOLUTION #: 2116 - INTRODUCTION OF THE 2024 PHILLIPSBURG HOUSING AUTHORITY BUDGET AND APPROVAL FOR THE SUBMITTAL TO DCA & HUD**

**WHEREAS**, the Annual Budget and the Capital Budget for the *Housing Authority of the Town of Phillipsburg* for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025, has been presented before the *Board of Commissioners of the Housing Authority* at its open public meeting on March 6, 2024; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of **\$6,733,387.00**. Total Appropriations including any Accumulated Deficit, if any, of **\$6,154,380.00** and Total Fund Balance utilized of \$ **0**; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of **\$1,360,000.00** and Total Fund Balance planned to be utilized as funding thereof \$ **-0-**; and

**WHEREAS**, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise or expend funds; rather it is a document to be used as part of said Authority’s planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW THEREFORE BE IT RESOLVED**, that the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg*, at an open public meeting held on March 6, 2024; the Annual Budget

including appended Supplemental Schedules, and the Capital Budget/Program of the Housing Authority for the Fiscal Year beginning 7/1/2024 and ending 6/30/2025; hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on **May 1, 2024**.

Commissioner Pierce moved to adopt Resolution #2116, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2117 APPROVAL OF PAYMENT FOR INDEPENDENT AUDIT TO "GIAMPAOLA & ASSOCIATES"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "*Giampaola & Associates*" and;

**WHEREAS**, "*Giampaola & Associates*" is hereby requesting payment in the amount of \$2,000.00 for the Independent Audit.

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,000.00 to "*Giampaola & Associates*" for the Independent Audit.

Commissioner Lewis moved to adopt Resolution #2117, which motion was seconded by Commissioner Pierce. This Resolution was unanimously approved.

**RESOLUTION #: 2118 - APPROVAL OF WRITE-OFFS FOR MARCH 2024 FOR AMP I**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling **\$52,631.77** for the following:

<b><u>Amp 1</u></b>	<b><u>Total Amounts</u></b>
Rent Losses	\$ 37,369.76
Vacate Charges	\$ 8,243.63
Other monies owed	<u>\$ 7,018.38</u>
<b><i>TOTAL WRITE-OFFS AMP I</i></b>	<b><i>\$ 52,631.77</i></b>

Commissioner Shelly moved to adopt Resolution #2118, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2119 - APPROVAL OF WRITE-OFFS FOR MARCH 2024 FOR AMP II**

**BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby accepts the recommendation of the Executive Director for the following amounts to be written-off accounts of the Housing Authority totaling **\$1,136.89** for the following:

<b><u>Amp II</u></b>	
Rent Losses	\$ 1,085.35
Vacate Charges	\$ 1.54
Other monies owed	<u>\$ 50.00</u>
<b><i>TOTAL WRITE-OFFS AMP II</i></b>	<b><i>\$1,136.89</i></b>

Commissioner Pierce moved to adopt Resolution #2119, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2120 APPROVAL TO HIRE "W2A ARCHITECTS", ARCHITECT FOR HVAC REPLACEMENT IN THE COMMUNITY BUILDING**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg Board of Commissioners* has advertised for bids for an architect for HVAC Replacement for the Community Building

**WHEREAS**, *Housing Authority* received the following bids:

W2A Architects	\$21,900.00
On-Board Engineering	\$29,600.00
Remington & Vernick Engineers	\$50,260.00

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Architect for HVAC Replacement for the Community Building to "*W2A Architects*"; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby approve the hiring of "*W2A Architects*" as architect for the HVAC Replacement in the Community Building in the amount of \$21,900.00.

Commissioner Hay moved to adopt Resolution #2120, which motion was seconded by Commissioner Shelly. This Resolution was unanimously approved.

**RESOLUTION #: 2121 - APPROVAL OF PURCHASE ELECTRICITY FROM "AEP ENERGY"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* advertise for Proposals for the Purchase of Electricity, and;

**WHEREAS**, a reverse auction was conducted, and the following bids were received:

AEP Energy	\$0.09913 per kWh 24 months
Nextera Energy	\$0.09969 per kWh 24 months
Approved	\$0.10192 per kWh 24 months
Aggressive Energy	\$0.10200 per kWh 24 months
Freepoint	\$0.10278 per kWh 24 months
Constellation	\$0.10326 per kWh 24 months

Direct Energy	\$0.10375 per kWh 24 months
Hudson Energy	\$0.10500 per kWh 24 months
Energy Harbor	\$0.10700 per kWh 24 months
SFE Energy	\$0.11300 per kWh 24 months
Indra Energy	\$0.11371 per kWh 24 months

**WHEREAS**, “AEP Energy” was the lowest bidder, and;

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Purchase of Electricity to “AEP Energy”; and

**NOW THEREFORE BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for the Purchase of Electricity to “AEP Energy” at a fixed rate of **0.09913** per kwh from **11/1/2024 to 10/31/2026**.

Commissioner Hay moved to adopt Resolution #2121, which motion was seconded by Commissioner Lewis. This Resolution was unanimously approved.

**RESOLUTION#: 2122- APPROVAL TO AWARD ON-CALL PLUMBING SERVICES CONTRACT TO “MAGIC TOUCH CONSTRUCTION”**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for the On-Call Plumbing Services; and,

**WHEREAS**; the following proposal was received, and;

	<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday</u>		<u>Parts Mark-up%</u>
Plumber	\$130.00	Plumber \$195.00	Plumber	\$260.00	5%
Helper	\$110.00	Helper \$165.00	Helper	\$220.00	

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

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Plumbing Services to “*Magic Touch Construction*”; and

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the Proposal for On-Call Plumbing Services to “*Magic Touch Construction*” at the standard rate of \$130.00/Plumber, \$110.00/Helper, the weekend/overtime rate of \$195.00/Plumber, \$165.00/Helper, & the Holiday rate of \$260.00/Plumber, \$220.00/Helper and 5% Parts Mark-up.

Commissioner Shelly moved to adopt Resolution #2122, which motion was seconded by Commissioner Pierce. This Resolution was unanimously approved.

**RESOLUTION #: 2123: APPROVAL OF PAYMENT TO “CURRENT ELEVATOR TECHNOLOGY” FOR ELEVATOR REPLACEMENT 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 \$50,125.00 for Elevator replacement 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 \$50,125.00 to “Current Elevator Technology” for Elevator Replacement at John F. O’Donnell Apartments.

Commissioner Pierce moved to adopt Resolution #2123, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2124 - APPROVAL OF PAYMENT TO “O & S ASSOCIATES, INC.”**

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

**WHEREAS**, “*O & S Associates, Inc.*” is hereby requesting payment in the amount of \$2,100.00 for Administrative Services; and,

**BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payment in the amount of \$2,100.00 to “*O & S Associates, Inc.*” for Administrative Services for John F. O’Donnell Elevators.

Commissioner Pierce moved to adopt Resolution #2124, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2125 APPROVAL FOR EMERGENCY REPAIR OF DETERIORATING UTILITY POLES LOCATED ON ELM STREET IN THE HECKMAN TERRACE ANNEX**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* in anticipation of needing to obtain emergency services; and,

**WHEREAS**, Orlando Diefenderfer contacted Thomas F. McGuire, Executive Director of the *Housing Authority of the Town of Phillipsburg* and notified him that there are several deteriorating utility poles located on Elm Street in the Heckman Terrace Annex; and,

**WHEREAS**, Executive Director Thomas F. McGuire contacted the *Board of Commissioners of the Housing Authority of the Town of Phillipsburg* and notified them of the situation; and,

**WHEREAS**, the Board of Commissioners of the Housing Authority of the Town of Phillipsburg hereby authorizes and approves the anticipated repairs to the Utility Poles located on Elm Street in the Heckman Terrace Annex for labor, materials, equipment; and

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said anticipated repairs to the Utility Poles located on Elm Street in the Heckman Terrace Annex for labor, materials, & equipment.

Commissioner Shelly moved to adopt Resolution #2125, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

### **EXECUTIVE SESSION**

None

### **COMMISSIONER COMMENT**

Commissioner Pierce inquired as to the status of the fence repair outside the O'Donnell Towers. Executive Director McGuire reported that the condition is being rectified.

Commissioner Hay sought an update on the exterior camera installations. Executive Director reported on the progress.

Chairman Corcoran asked if the "Shot Spotter" hardware had been installed. He was informed that not as of this time.

Chairman Corcoran extended his kudos to the PHA management and staff on their continued efforts resulting in an acceptable budget and stellar audit report.

### **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 Pierce. Meeting adjourned at 7:13 pm.

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**THOMAS F. McGUIRE**  
Executive Director/Secretary-Treasurer

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**T. KENT CORCORAN**  
Chairman