

**MINUTES OF THE APRIL 10, 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 April 10, 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, Fulper, Hay, Lewis, Pierce, Shelly & Vanwhy. Also, present were Executive Director Tom McGuire, General Counsel Katharine Fina, Esq. PHA Property Manager, Kevin DeGerolamo, PHA Maintenance Foreman, Tim Burger and PHA Director of Operations, Mark Axelrod. Commissioner(s) Lewis 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**

None

**ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON MARCH 6, 2024.** Commissioner Hay moved to approve the minutes, which motion was seconded by Commissioner Shelly.

Commissioners Corcoran, Hay, Shelly and Vanwhy were in favor and Commissioner Fulper abstained.

**BILLS – March**

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

**COMMUNICATIONS**

PHA Executive Director Thomas McGuire informed the Board that a request from NORWESCAP has been received to again offer their summer lunch program. The program located at our Community Center will run from 6/17/24 through 8/23/24 from 11:30 am to 12:30 pm

**ADMINISTRATIVE REPORT**

PHA Executive Director had four items to present to the Board.

1. Request approval for the 2024 residential air conditioner rates and seasonal pre-pay discount of \$30. This was granted and will commence May 3, 2024.
2. 2024 Municipal Pool Pass: The PHA will again subsidize passes for PHA families, singles, Veterans and Senior residents.
3. Update on Smoke/C02 Detector Installation: All units have been completed except the last two buildings on Green Street as we are waiting for a product shipment.
4. Utility Pole Replacement: The PHA has received a quote to purchase and install two utility poles including moving the necessary wiring.

**REPORT OF THE SECRETARY TREASURER**

There were 6 move ins and 4 move outs. This creates 14 current vacancies, which is 97.58% overall occupancy.

No applications are being taken currently for the family units. There are 17 applications for Senior units.

**REPORT OF COMMITTEES****Finance/Bank Balances:**

Executive Director McGuire provided a statement of the Authority's investments. There were no questions.

**Personnel: None**

**NEW BUSINESS:****RESOLUTION#: 2126- APPROVAL TO PURCHASE NATURAL GAS FROM "DIRECT ENERGY"**

**WHEREAS**, the *Housing Authority of the Town of Phillipsburg* hereby advertised for Bids for the Purchase of Natural Gas; and

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

Direct Energy	\$0.46531 per therm 24 months	\$0.48173 per therm 36 months
UGI Energy	\$0.52490 per therm 24 months	\$0.54636 per therm 36 months
Energ Energy	\$0.53790 per therm 24 months	\$0.55430 per therm 36 months

**WHEREAS**, "*Direct Energy*" was the lowest bidder, and;

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Bid for the Purchase of Natural Gas to "*Direct Energy*" and

**NOW THEREFORE BE IT RESOLVED**, the *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby awards the bid for the Purchase of Natural Gas to "*Direct Energy*" at the fixed term rate of 0.48173 per therm for 36 months from **11/1/2024 to 10/31/2027**.

Commissioner Hay moved to adopt Resolution #2126, which motion was seconded by Commissioner Vanwhy. This Resolution was unanimously approved.

**RESOLUTION #: 2127 - APPROVAL OF ON-CALL HVAC MAINTENANCE SERVICES PROPOSAL FROM "MECHANICAL PRESERVATION ASSOCIATES (MPA)" FOR ALL DEVELOPMENTS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby has advertised for Proposals for HVAC Maintenance Services for all developments.

**WHEREAS**, the following proposal was received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$110.00	Mechanic \$165.00	Mechanic \$220.00	25%
Helper \$ 95.00	Helper \$142.50	Helper \$190.00	

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the HVAC Services to “MPA” at the standard rate of \$110.00 per hour for mechanic, \$95.00 per hour for a mechanic’s helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

Commissioner Shelly moved to adopt Resolution #2127, which motion was seconded by Commissioner Fulper. This Resolution was unanimously approved.

**RESOLUTION #: 2128 - APPROVAL OF ON-CALL BOILER & HEATING MAINTENANCE SERVICES PROPOSALS FROM “MECHANICAL PRESERVATION ASSOCIATES (MPA)” FOR ALL DEVELOPMENTS**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby has advertised for proposals for Boiler and Heating Maintenance Services for all developments.

**WHEREAS**, the following proposals were received:

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Markup %</u>
Mechanic \$110.00	Mechanic \$165.00	Mechanic \$220.00	25%
Helper \$ 95.00	Helper \$142.50	Helper \$190.00	

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Boiler & Heating Maintenance Services to “MPA” at the rate of \$110.00 per hour for mechanic, \$95.00 per hour for a mechanic’s helper, with the weekend, holiday, overtime and parts markup rates as indicated above.

Commissioner Hay moved to adopt Resolution #2128, which motion was seconded by Commissioner Shelly. This Resolution was unanimously approved.

**RESOLUTION #: 2129- APPROVAL TO AWARD ON-CALL ELECTRICAL SERVICES CONTRACT TO “MAGIC TOUCH CONSTRUCTION”**

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

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

<u>Standard Rate</u>	<u>Weekend/Overtime Rate</u>	<u>Holiday Rate</u>	<u>Parts Mark-up %</u>
Mechanic \$135.50	Mechanic \$202.50	Mechanic \$270.00	5%
Helper \$105.00	Helper \$157.50	Helper \$210.00	

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

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Proposal for the On-Call Electrical 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 Electrical Services to “*Magic Touch Construction*” at the standard rate of \$135.50/Mechanic, \$105.00/Helper, the weekend/overtime rate

of \$202.50/Mechanic, \$157.50/Helper, & the Holiday rate of \$270.00/Mechanic, \$210.00/Helper and 5% Parts Mark-up.

Commissioner Shelly moved to adopt Resolution #2129, which motion was seconded by Commissioner Vanwhy. This Resolution was unanimously approved.

**RESOLUTION #: 2130 - APPROVAL TO CONTRACT FOR REMOVAL OF TRIP HAZARDS THROUGHOUT THE FAMILY DEVELOPMENTS THROUGH ESCNJ CO-OP**

**WHEREAS**, *the Housing Authority of the Town of Phillipsburg* was in need of removing trip hazards throughout the Phillipsburg Housing Authority Family Developments; and,

**WHEREAS**, *Housing Authority* received a proposal from “*Always Safe Sidewalks*” through the Co-op to remove said trip hazards; and,

**WHEREAS** Thomas F. McGuire, Executive Director recommends awarding the contract to “*Always Safe Sidewalks*” for the removal of trip hazards in the Heckman Terrace at a cost of \$19,218.00; and,

**WHEREAS** Thomas F. McGuire, Executive Director recommends awarding the contract to “*Always Safe Sidewalks*” for the removal of trip hazards in the Heckman Terrace Annex at a cost of \$21,595.00; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* hereby approves said contract with “*Always Safe Sidewalks*” in the total amount of \$40,813.00 to repair trip hazards in the Heckman Terrace & Heckman Terrace Annex.

Commissioner Fulper moved to adopt Resolution #2130, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2131 - APPROVAL OF PAYMENT TO “DeALESSI ENTERPRISES, INC., DBA FUERZA STRATEGY GROUP” FOR PHA WEBSITE REDESIGN**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group*” and;

**WHEREAS**, “*DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group*” is hereby requesting payment in the amount of \$2,855.50 for PHA Website Redesign, 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 \$2,855.50 to “*DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group*” for PHA Website Redesign.

Commissioner Hay moved to adopt Resolution #2131, which motion was seconded by Commissioner Fulper. This Resolution was unanimously approved.

**RESOLUTION #: 2132 - APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR FACADE REPAIR**

**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 \$1,600.00 for Facade Repair, 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 \$1,600.00 to "O&S Associates" for Facade Repair.

Commissioner Vanwhy moved to adopt Resolution #2132, which motion was seconded by Commissioner Shelly. This Resolution was unanimously approved.

**RESOLUTION #: 2133 - APPROVAL OF PAYMENT TO "ON-BOARD ENGINEERING CORP" FOR NEW HEATING & HOT WATER FOR THE HECKMAN TERRACE ANNEX**

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

**WHEREAS**, "On-Board Engineering Corp" is hereby requesting payment in the amount of \$31,903.00 for New Heating & Hot Water for 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 \$31,903.00 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 #2133, which motion was seconded by Commissioner Shelly. This Resolution was unanimously approved.

**RESOLUTION #: 2134 - APPROVAL OF FEE ACCOUNTANT SERVICES TO "WILLIAM KATCHEN, CPA"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Proposals for "Fee Accounting Services"; and

**WHEREAS**, *Housing Authority* received a Proposal from "Bill Katchen"; and

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Fee Accounting Services to "Bill Katchen".

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Fee Accounting Services to "William Katchen" at the rate of \$3,500 per month for the period of 7/1/2024 to 6/30/2025.

Commissioner Fulper moved to adopt Resolution #2134, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

**RESOLUTION #: 2135 - APPROVAL OF AUDIT SERVICES TO "GIAMPAOLO & ASSOCIATES"**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* hereby advertised for Audit ; and

**WHEREAS**, *Housing Authority* received a Proposal from "*Giampaolo & Associates*"; and

**WHEREAS**, Thomas F. McGuire, Executive Director recommends awarding the Audit Services to "*Giampaolo & Associates*".

**NOW, THEREFORE, BE IT RESOLVED**, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Audit Services to "*Giampaolo & Associates*" at the rate of \$9,525.00 for fiscal year 7/1/2023 to 6/30/2024. Commissioner Shelly moved to adopt Resolution #2135, which motion was seconded by Commissioner Vanwhy. This Resolution was unanimously approved.

**RESOLUTION #: 2136 – APPROVAL TO AMEND PROCUREMENT POLICY**

**WHEREAS**, *Housing Authority of the Town of Phillipsburg* desires to amend the Procurement Policy; and;

**NOW, THEREFORE, BE IT RESOLVED**, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes amendments to the Procurement Policy.

Commissioner Hay moved to adopt Resolution #2136, which motion was seconded by Commissioner Fulper. This Resolution was unanimously approved.

**EXECUTIVE SESSION**

None

**COMMISSIONER COMMENT**

Commissioner Hay had concerns about NORWESCAP running a program for homeless individuals, not residents of the PHA simultaneously with their children’s program within the Community Center on April 5<sup>th</sup>. Commissioner Shelly voiced the same concerns.

Although no incidents were reported, Executive Director McGuire said he would contact NORWESCAP to verify that there were no issues.

**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 Shelly. The meeting adjourned at 7:03 pm.

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

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**T. KENT CORCORAN**  
Chairman