

**MINUTES OF THE JUNE 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 June 5, 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, Shelly & Vanwhy. Also, present were General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, PHA Property Manager, Kevin DeGerolamo and PHA Director of Operations, Mark Axelrod.

Commissioner Dustin 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

None

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING ON MAY 8, 2024.
Commissioner Hay moved to approve the minutes, which motion was seconded by Commissioner Lewis.

The resolution was unanimously approved.

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING ON MAY 8, 2024.
Commissioner Hay moved to approve the minutes, which motion was seconded by Commissioner Shelly.

The resolution was unanimously approved.

BILLS – May

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

COMMUNICATIONS

Executive Director McGuire informed the Board that John Greenleaf, an employee of the PHA Maintenance Department for 32 years, has retired as of June 1, 2024. The Board of Commissioners and ED McGuire acknowledged Greenleaf's years of service to the PHA.

The Executive Director received a request from NORWESCAP on behalf of the Family Success Center to use space at the Community Building for up to one month due to repair/maintenance issues at their existing Phillipsburg office.

The Board approved the NORWESCAP request.

ADMINISTRATIVE REPORT

The Executive Director reported that the recent HUD on-site compliance review found that all PHA departments, processes and documentation complied and/or were in order according to HUD guidelines. In many areas, the PHA exceeded HUD expectations/standards. HUD made a few suggestions which the Executive Director will share with the appropriate PHA departments.

ED McGuire also informed the Board that the PIC System used by the PHA for record management achieved zero data input errors. This achievement is exceptional and far above the standard performance of most housing authorities.

On behalf of the Board, Chairman Corcoran wanted to acknowledge the Executive Director, management, office and maintenance staffs for their ongoing efforts and performance that resulted in the positive rating from the HUD compliance review.

The Board was asked by ED McGuire to meet July 10th to approve three time sensitive projects (the PHA Basketball Court renovations, the O'Donnell Apartments exterior renovation and the HVAC replacement at the Community Building as part of NJ Library Grant).

REPORT OF THE SECRETARY TREASURER

There were 7 move outs and 13 move ins. 30 applications have been received for senior housing while the family units' applications remain closed.

There are currently 18 unoccupied units, which translates to a 96.9 occupancy rate.

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 #: 2148 - APPROVAL OF GENERAL COUNSEL LEGAL SERVICES TO FLORIO, PERRUCCI, STEINHARDT, CAPPELLI, & TIPTON, LLC

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* advertised for Proposals for “Legal Services of General Counsel”; and

WHEREAS, *Housing Authority* received one (1) Proposal from “*Florio, Perrucci, Steinhardt, Cappelli, & Tipton, LLC.*”; and,

WHEREAS, the proposal has been reviewed for completeness & compliance; and,

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of General Counsel to Florio, Perrucci, Steinhardt, Cappelli, & Tipton, LLC at the rate of \$200.00 per hour for Legal Counsel Representation and \$100.00 per hour for Paralegal Services for the period of 7/1/2024 to 6/30/2025.

Commissioner Hay moved to adopt Resolution #2148, which motion was seconded by Commissioner Lewis. This Resolution was unanimously approved.

RESOLUTION #: 2149- APPROVAL OF TENANT/LANDLORD LEGAL SERVICES TO JOHN CALECA, III, ESQ.

WHEREAS, *Housing Authority of the Town of Phillipsburg hereby* advertised for Proposals for “Legal Services of Tenant/Landlord Counsel”; and

WHEREAS, *Housing Authority* received one (1) Proposal from “*John Caleca, III, Esquire*”; and,

WHEREAS, the proposal has been reviewed for completeness & compliance; and,

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* to hereby awards the Proposal for Legal Services of Tenant/Landlord Counsel to John Caleca III, Esq. at the rate of \$225.00 per hour for Tenant Landlord Representation for the period of 7/1/2024 to 6/30/2025.

Commissioner Hay moved to adopt Resolution #2149, which motion was seconded by Commissioner Vanwhy. This Resolution was unanimously approved.

RESOLUTION #: 2150 - APPROVAL OF DISPOSITION POLICY

WHEREAS, *Housing Authority of the Town of Phillipsburg* is required to have a Disposition Policy; and,

WHEREAS, the Executive Director is recommending the Board of Commissioners approve said Disposition Policy; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves the Phillipsburg Housing Authority Disposition Policy.

Commissioner Lewis moved to adopt Resolution #2150, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

RESOLUTION #: 2151 - APPROVAL TO UPDATE ACOP APPENDIXES – APPENDIX “A” – SECTION VI – PARKING (HIGH RISES) & APPENDIXES FOR “TENANT CHARGES” ADDING FREEZER CHARGES & DRYER CHARGES

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to accept update the tenant charges listed in Admissions & Occupancy (ACOP) Policy Appendixes updating Appendix “A” – Section VI – Parking listing only one parking sticker per household for high rises & Appendix Charges - adding freezer charges & dryer charges; and,

WHEREAS, the Executive Director is recommending the Board of Commissioners approve the revision to update the tenant charges listed in the Admissions & Occupancy (ACOP) Policy Appendixes; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves and authorizes said revision to the Admissions & Occupancy (ACOP) Policy Appendixes for High Rise Parking & Tenant Charges – effective immediately.

Commissioner Hay moved to adopt Resolution #2151, which motion was seconded by Commissioner Shelly. This Resolution was unanimously approved.

RESOLUTION #: 2152 - APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ARCHITECTURAL DESIGN FOR BASKETBALL COURT RENOVATIONS

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “W2A Design Group” and;

WHEREAS, “W2A Design Group” is hereby requesting payment in the amount of \$8,077.50 for services rendered for Architectural Design for Basketball Court Renovations, 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 \$8,077.50 to “*W2A Design Group*” for services rendered for Architectural Design for Basketball Court Renovations.

Commissioner Lewis moved to adopt Resolution #2152, which motion was seconded by Commissioner Hay. This Resolution was unanimously approved.

RESOLUTION #: 2153 - APPROVAL FOR PHILLIPSBURG HOUSING AUTHORITY TO REJECT BIDS FOR CONSTRUCTION OF THE BASKETBALL COURT

WHEREAS, *Housing Authority of the Town of Phillipsburg* Requested Proposals for “*Construction of Basketball Court*”, and

WHEREAS, the *Housing Authority of the Town of Phillipsburg* received three Proposals:

<u>COMPANY</u>	<u>COST</u>	<u>OPTION</u>
C & V Paving	\$115,600.00	\$ 8,000.00
Tom Bartha & Son	\$138,000.00	\$10,500.00
Diamond Construction	\$184,000.00	\$12,000.00

WHEREAS, the Housing Authority of the Town of Phillipsburg reviewed said proposals and acknowledges receipt of the proposals for “*Construction of Basketball Court*”; and,

WHEREAS, the bids for “*Construction of Basketball Court*” substantially exceeded the cost estimate of the project and substantially exceeded the Authority’s appropriation for the project; and,

NOW THEREFORE BE IT RESOLVED, *Housing Authority of the Town of Phillipsburg Board of Commissioners* hereby approves to reject the Proposals for “*Construction of Basketball Court*”.

Commissioner Hay moved to adopt Resolution #2153, which motion was seconded by Commissioner Lewis. This Resolution was unanimously approved.

RESOLUTION #: 2154 - APPROVAL OF WRITE-OFFS FOR JUNE 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 \$82,183.91 for the following:

<u>Amp 1</u>	<u>Total Amounts</u>
Rent Losses	\$ 50,533.60
Vacate Charges	\$ 22,076.16
Other monies owed	<u>\$ 10,182.15</u>
TOTAL WRITE-OFFS AMP I	\$ 82,791.91

Commissioner Hay moved to adopt Resolution #2154, which motion was seconded by Commissioner Lewis. This Resolution was unanimously approved.

RESOLUTION #: 2155 - APPROVAL OF WRITE-OFFS FOR JUNE 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 **\$3,271.29** for the following:

<u>Amp II</u>	
Rent Losses	\$ 1,372.07
Vacate Charges	\$ 1,897.72
Other monies owed	\$ <u>1.50</u>
<i>TOTAL WRITE-OFFS AMP II</i>	<i>\$ 3,271.29</i>

Commissioner Shelly moved to adopt Resolution #2155, which motion was seconded by Commissioner Vanwhy. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

None

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 Lewis. Meeting adjourned at 6:51 pm.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman