

**MINUTES OF THE AUGUST 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 August 7, 2024, at 6:42 PM at the Phillipsburg Housing Authority Community Building, 535 Fisher Avenue, Phillipsburg, New Jersey 08865.

The meeting was called to order at 6:42 PM by Chairman Corcoran and upon roll call the following members were present: Commissioners Baptista, Corcoran, Hay, Lewis, Pierce, Shelly & Vanwhy. Also, present were and General Counsel Katharine Fina, Esq., PHA Executive Director Tom McGuire, & PHA Property Manager, Kevin DeGerolamo.

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 JUNE 5, 2024. *Commissioner Hay* moved to approve the minutes, which motion was seconded by *Commissioner Vanwhy*. Commissioners Corcoran, Hay, Lewis, Shelly & Vanwhy were in favor of the motion. Commissioners Baptista & Pierce abstained.

ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING ON JULY 10, 2024. *Commissioner Shelly* moved to approve the minutes, which motion was seconded by *Commissioner Hay*. Commissioners Corcoran, Hay, Lewis, Pierce, Shelly & Vanwhy were in favor of the motion. Commissioner Baptista abstained.

BILLS – June & July

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

COMMUNICATIONS

Mike Jerzak – ARC of NJ – Job sampling opportunities for people with disabilities at no cost to the authority. Setting up a meeting to discuss the program on August 12, 2024.

ADMINISTRATIVE REPORT

The Playground Program finished up on Thursday, July 25, 2024. The average attendance was 3 children per day with a high of 7. For the first time one child attended all 20 days. Kelly Post-Sheedy felt the program was an overall success.

On Monday, July 29, 2024, Executive Director McGuire met with Matt Hall & Matt Noel of the Town to discuss garbage cans the Authority is reviewing for purchase. The Authority is looking

at 35-gallon cans with lids attached on wheels. The Town asked the Authority to wait so they can review retrofitting a truck with tippers. The Authority could be a Pilot Program for this type of can and pickup.

REPORT OF THE SECRETARY TREASURER

Executive Director McGuire gave the following report on applications and unit turnovers.

	Move-outs	Move-ins	Applications (Family)	Applications (Senior)	Vacancies
June	2	12	0	41	10 (Occupancy Rate 98.27%)
July	5	7	134	53	8 (Occupancy Rate 98.62%)

REPORT OF COMMITTEES

Finance/Bank Balances:

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

PERSONNEL: Nothing to report.

NEW BUSINESS:

RESOLUTION #: 2159 - APPROVAL OF PAYMENT TO "KNOCK ON WOOD" FOR EMERGENCY SERVICES FOR THE REMOVAL OF TWO (2) FALLEN TREES FROM STORM DAMAGE ON SATURDAY, JUNE 22, 2024

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with "Knock on Wood" and;

WHEREAS, "Knock on Wood" is hereby requesting payment in the amount of \$5,500.00 for the emergency removal of two fallen trees.

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 \$5,500.00 to "Knock on Wood" for emergency services for the removal of two (2) fallen trees.

Commissioner Pierce moved to adopt Resolution #2159, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #:2160- APPROVAL FOR COMPUTER/NETWORK/SOFTWARE/SURVEILLANCE CAMERAS MAINTENANCE SERVICES TO "LOOKFIRST TECHNOLOGY"

WHEREAS, *the Housing Authority of the Town of Phillipsburg* has advertised for proposals for Computer/Network/Software/Surveillance Cameras Maintenance Services.

WHEREAS, the following proposals were received:

LookFirst Technology -

\$115.00/hour

Unified Technology Partners -	\$120.00/hour
Digital Team	\$150.00/hour

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the *Housing Authority of the Town of Phillipsburg* that after reviewing the above proposal for completeness and compliance, hereby awards the Computer/Network/Software/Surveillance Cameras Maintenance Services contract to “LookFirst Technology” at \$115.00/hour.

Commissioner Hay moved to adopt Resolution #2160, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2161 - APPROVAL OF CAPITAL FUND MANAGEMENT CONSULTING SERVICES

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to approve Capital Fund Management Consulting Services and;

WHEREAS, *Housing Authority* received a Proposal from “LMTD, LLC.” (*Lucia Delopoulos*); and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding Capital Fund Management Consulting Services to “LMTD, LLC.” (*Lucia Delopoulos*).

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* that after reviewing the above proposal for completeness and compliance, hereby awards the Proposal for Capital Fund Management Consulting Services to “LMTD, LLC (*Lucia Delopoulos*) at the rate of \$20,400 per year or \$1,700 per month for year one (August 1, 2024 – July 31, 2025) and second year option (August 1, 2025 – July 31, 2026) at the same price.

Commissioner Pierce moved to adopt Resolution #2161, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #: 2162 - 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 \$2,547.00 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 \$2,547.00 to “*DeAlessi Enterprises, Inc., DBA Fuerza Strategy Group*” for PHA Website Redesign.

Commissioner Shelly moved to adopt Resolution #2162, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #: 2163 - APPROVAL OF PAYMENT TO “PHILLIPSBURG HOUSING AUTHORITY” FOR REIMBURSEMENT LANDSCAPING, MULCH DELIVERY, ETC.

WHEREAS, *Housing Authority of the Town of Phillipsburg* is engaged in an agreement with “*Pat’s Lawn Care, Inc.*”, and;

WHEREAS, a payment was made to “*Pat’s Lawn Care, Inc.*” is hereby requesting payment in the amount of \$7,300.00 for the Landscaping, mulch delivery, etc., 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 \$7,300.00 for Landscaping, mulch delivery, etc.

Commissioner Pierce moved to adopt Resolution #2163, which motion was seconded by *Commissioner Baptista*. This Resolution was unanimously approved.

RESOLUTION #: 2164 - APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ARCHITECTURAL DESIGN FOR BASKETBALL COURT RENOVATIONS & COMMUNITY BUILDING HVAC SYSTEM

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 \$1,983.75 for services rendered for Architectural Design for Basketball Court Renovations, and;

WHEREAS, “*W2A Design Group*” is hereby requesting payment in the amount of \$12,045.00 for services rendered for Architectural Design for the Community Building HVAC System, and;

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said payments in the total amount of \$14,028.75 to “*W2A Design Group*” for services rendered for Architectural Design for Basketball Court Renovations and Community Building HVAC Systems.

Commissioner Pierce moved to adopt Resolution #2164, which motion was seconded by *Commissioner Hay*. Commissioners Baptista, Corcoran, Hay, Lewis, Shelly & Vanwhy approved the motion. Commissioner Pierce was not in favor.

RESOLUTION #: 2165 - APPROVAL OF PAYMENT TO “O&S ASSOCIATES” FOR FACADE REPAIR AT 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 \$1,400.00 for Facade 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 \$1,400.00 to “*O&S Associates*” for Facade Repair at the John F. O’Donnell Apartment Building.

Commissioner Pierce moved to adopt Resolution #2165, which motion was seconded by *Commissioner Hay*. This Resolution was unanimously approved.

RESOLUTION #: 2166 - APPROVAL OF PAYMENT TO “W2A DESIGN GROUP” FOR ARCHITECTURAL DESIGN FOR ANDOVER-KENT TOWERS ENTRY SYSTEM

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 \$2,910.00 for services rendered for Andover-Kent Towers Entry System, 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 \$2,910.00 to “W2A Design Group” for services rendered for Andover-Kent Towers Entry System.

Commissioner Shelly moved to adopt Resolution #2166, which motion was seconded by *Commissioner Vanwhy*. This Resolution was unanimously approved.

RESOLUTION #: 2167 - APPROVAL FOR CHANGE ORDER #1 TO “DeALESSI ENTERPRISES, INC., DBA FUERZA STRATEGY GROUP” FOR WEBSITE DESIGN UPGRADE FOR EMPLOYMENT OPPORTUNITIES TAB

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 Change Order #1 in the amount of \$247.00 to add a new tab to website design for Employment Opportunities, and;

BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* hereby approves and authorizes said Change Order #1 in the amount of \$247.00 for the Employment Opportunities tab.

Commissioner Pierce moved to adopt Resolution #2167, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

RESOLUTION #: 2168 - APPROVAL TO ENTER INTO A CONTRACT FOR COMMUNITY SOLAR THROUGH DIMENSION-ENERGY WITH EVERSOLAR, LLC.

WHEREAS, *Housing Authority of the Town of Phillipsburg* desires to approve a Subscription for Solar Power through a Solar Community Project. The Solar Community Project guarantees savings of Twenty (20%) Percent for our JCP&L Electric Services, and;

WHEREAS, *Housing Authority* received a Proposal from Dimension-Energy for *Eversolar, LLC*; and

WHEREAS, Thomas F. McGuire, Executive Director recommends awarding the Contract to “*EVERSOLAR, LLC*.”

NOW, THEREFORE, BE IT RESOLVED, by the *Board of Commissioners of the Housing Authority of Phillipsburg* that after reviewing the above proposal, hereby awards the Proposal for Community Solar to Eversolar, LLC. for credits of Twenty (20%) Percent for our JCP&L Services, at no cost to the housing authority.

Commissioner Lewis moved to adopt Resolution #2168, which motion was seconded by *Commissioner Hay*. Commissioners Corcoran, Hay, Lewis, Pierce, Shelly & Vanwhy approved this motion. Commissioner Baptista abstained.

RESOLUTION#: 2169 - APPROVAL FOR THE PHILLIPSBURG HOUSING AUTHORITY PASSBOOK SAVINGS RATE POLICY FOR PUBLIC HOUSING

WHEREAS, The Phillipsburg Housing Authority, Phillipsburg, NJ is required to include earnings on net assets in excess of \$5,000 as tenant income in calculation of rent. The interest amount is determined by HUD annually and is based on the Savings National Rate in effect at the time of establishing the rate. The HUD established rate of .40% will be effective on October 1, 2024.

Commissioner Baptista moved to adopt Resolution #2169, which motion was seconded by *Commissioner Lewis*. This Resolution was unanimously approved.

EXECUTIVE SESSION

None

COMMISSIONER COMMENT

Commissioner Hay commented that he feels we need to continue installing cameras to make the Authority as safe as possible for the residents.

Commissioner Shelly welcomed Commissioner Baptista to the board. He advised that he has been on Boards with Commissioner Baptista in the past and knows that he will be a good addition.

Commissioner Pierce asked about the status of RAD and the status of the Fence repair at the John F. O'Donnell Apartments.

Commissioner Hay advised that there is a tree in the front of the John F. O'Donnell Building that is dying. He asked if it was on housing authority property and feels it should be removed before it becomes an issue.

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 **7:16 PM**.

THOMAS F. McGUIRE
Executive Director/Secretary-Treasurer

T. KENT CORCORAN
Chairman